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ABSTRACT

This study updates 1991 information from the Children's Foundation. It contains results of a survey of the regulatory offices of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. The information is intended for use by center directors and staff, child advocates, the media, state and local regulatory offices, students, parents, and policymakers when conducting research or making decisions on behalf of children and families. The information is arranged in alphabetical order by state or territory, and categories of data for each include the following: (1) number and definition of regulatory programs; (2) requirements; (3) regulations; (4) unannounced inspection policy; (5) complaint procedure; (6) staff qualifications; (7) staff prescreening; (8) staff training; (9) child documentation policy; (10) child immunization policy; (11) discipline policy; (12) emergency medical consent policy; (13) swimming pool policy; (14) transportation policy; (15) infant care programs; (16) overnight care programs; (17) school age care programs; (18) sick child care programs; (19) subsidized child care programs; (20) programs for children with disabilities; (21) national life safety fire code; (22) child abuse and neglect; (23) local contact; and (24) pending legislation. The most significant conclusion to be drawn from the study was that there is no uniform way in which these 53 states and territories regulate child day care centers, preschools, nursery schools, prekindergartens, and religiously affiliated centers. (BGC)

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ED 390 547

1995 Child Day Care Center Licensing Study

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1995 CHILD DAY CARE CENTER LICENSING STUDY

THE CHILDREN'S FOUNDATION
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METHODOLOGY

The *Study* is an update of the information first compiled by The Children's Foundation in 1991. The data was obtained from the central regulatory office of each of the 50 states, District of Columbia, Puerto Rico, and the Virgin Islands. All information in the *1995 Study* was provided to The Children's Foundation by an individual in each of these offices.

The regulatory offices were asked to review all the data as it appeared in last year's study, update this information, and add any new information in existing categories. These categories are often determined by questions received by The Children's Foundation. Please call or write to us if you have suggestions for new questions for the next *Child Day Care Center Licensing Study*.

The initial mailing to the regulatory offices took place in October 1994. A follow up mailing and phone calls took place in late 1994 and early 1995. After the new data was gathered and compiled, proof sheets were sent back to the regulatory offices for confirmation and re-verification. This took place in January and February 1995. If the re-verification was not received at The Children's Foundation by press date, the state or territory has two asterisks (**) after its name.

ACKNOWLEDGEMENTS

We are grateful to the various child care officials in each of the regulatory offices who took the time from their busy schedules to provide and verify the information contained in this *1995 Child Day Care Center Licensing Study*. We also thank the readers and users for their comments and suggestions that help us to improve this publication.

Special thanks go to Lenise Miller, our student intern from Hope College in Holland, MI, who carried out a major portion of the work required to compile this *Study*. In addition to communicating with the various states and territories, she also carried out the data entry into the computer.

We also thank Sandra Gellert, Project Director, who supervised the work of this update and prepared the final copy for publication.

Kay Hollestelle
Executive Director

INTRODUCTION

The *1995 Child Day Care Center Licensing Study* contains the results of a survey of the regulatory offices of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. Two asterisks (**) after the name of the state or territory indicates that the information was not reverified by that state or territory by press date. [See Methodology for further explanation.]

The information contained in this study is organized in alphabetical order by state or territory. The licensing and regulatory data in each state or territory is then divided into 24 categories:

* Number and Definition of Regulatory Programs
* Requirements
* Regulations
* Unannounced Inspection Policy
* Complaint Procedure
* Staff Qualifications
* Staff Prescreening
* Staff Training
* Child Documentation Policy
* Child Immunization Policy
* Discipline Policy
* Emergency Medical Consent Policy
* Swimming Pool Policy
* Transportation Policy
* Infant Care Programs
* Overnight Care Programs
* School Age Care Programs
* Sick Child Care Programs
* Subsidized Child Care Programs
* Programs for Children with Disabilities
* National Life Safety Fire Code
* Child Abuse and Neglect
* Local Contact
* Pending Legislation

The most significant conclusion to be drawn from this *Study* is that <u>there is no uniform way in which these 53 states and territories regulate child day care centers, preschools, nursery schools, prekindergartens, and/or religiously affiliated centers</u>. For many of the categories, there are a number of variables and exceptions, even when states or territories define the categories in very similar ways. The **only** common thread is that all of the states or territories require child day care centers to be regulated [licensure, except PA which certifies].

A Question and Answer Summary is provided at the beginning of this publication to assist the reader in finding the "most often asked information." For complete clarification, however, the reader will want to read the specific information in each of the states or territories in a particular category. Also at the beginning, there is a page containing Definition of Terms.

At the back of this publication there is a complete list of the regulatory offices of each state or territory in alphabetical order. These are the offices that provided the data contained in this *Study*.

It is the intention of The Children's Foundation that the information in this *Licensing Study* be useful to center directors and staff, child advocates, the media, state and local regulatory offices, students, parents and policymakers when conducting research or making decisions on behalf of children and families. We welcome and always appreciate comments or suggestions from the people who use this *Study*.

NO PORTION OF THIS STUDY MAY BE DUPLICATED OR COPIED FOR REDISTRIBUTION WITHOUT THE WRITTEN PERMISSION OF THE CHILDREN'S FOUNDATION.

The 1995 Child Day Care Center Licensing Study is available from The Children's Foundation, 725 Fifteenth Street, NW, Suite 505, Washington, DC 20005-2109 for $25.00 + $3.75 S/H. All orders must be prepaid - US currency only.

QUESTION AND ANSWER SUMMARY

In this section, information is presented in a question and answer format to the most frequently asked questions. We suggest strongly that you refer to the specific state or territory for details and further explanation.

Q - HOW MANY REGULATED CHILD DAY CARE CENTERS ARE THERE IN THE 50 STATES, DISTRICT OF COLUMBIA, PUERTO RICO AND VIRGIN ISLANDS?

A - There are 92,005 regulated child day care centers. All are "licensed" [PA "certified"]. This represents a 3% increase from data reported in our 1994 Study and a 7% increase from our 1991 Study.

Q - THE DEFINITION OF WHAT A REGULATED CHILD DAY CARE CENTER IS VARIES. HOW ARE THESE PROGRAMS DEFINED?

A - **34** [64%] states and/or territories, the documented number of regulated child day care centers **includes** nursery schools, preschools, prekindergartens & religiously affiliated centers: **AR, AZ, CA, CO, CT, DC, DE, FL, HI, KY, KS, LA, MA, MD, MI, MN, MS, NC, NH, NJ, NM, NV, NY, OH, PR, SC, SD, VI, VT, and WY;**

IL (exempts public/private school programs serving children 3 and over); **IA** (exempts programs operated by public schools), **WI** (exempts centers are regulated through their local school departments: private education system), **and TN** (some of the religiously affiliated programs regulated by Department of Education).

3 [5%] states and/or territories, the documented number of regulated child day care centers **excludes** nursery schools, preschools, prekindergartens, & religiously affiliated centers: **IN, MO and WV.**

2 [4%] states and/or territories, the documented number of regulated child day care centers **includes** nursery schools, preschools & prekindergartens, but **excludes** religiously affiliated centers: **VA** (religiously affiliated may choose to be regulated) and **AL.**

12 [23%] states and/or territories, the documented number of regulated child day care centers **includes** religiously affiliated centers but **excludes** nursery schools, preschools & prekindergartens: **GA, ID, ME, MT, NE, ND, OK, OR, PA, RI, TX, and WA.**

2 [4%] states and/or territories have other variations in the definitions: **AK** (excludes preschools and provided no data about religiously affiliated centers), **and UT** (excludes religiously affiliated and those regulated by the Department of Education).

Q - ***HOW MANY AND WHAT STATES AND/OR TERRITORIES RENEW CHILD DAY CARE CENTER LICENSES YEARLY, EVERY 2 YEARS, OR EVERY 3 YEARS?***

A - **24** [45%] states and/or territories, yearly license renewal is required: **DC, DE, FL, GA, HI, IA, KS, KY, LA, MD, ME, MS, MT, NC, NM, NV, OR, PA, RI, SD, TN, UT, VI, and WY.**

19 [36%] states and/or territories, license renewal is required every 2 years: **AK, AL, AR, CT, ID, IL, IN, MA, MI, MN, MO, NE, NY, OK, OH, PR, SC, WI and WV.**

4 [8%] states and/or territories, license renewal is required every 3 years: **AZ, NH, NJ, and WA.**

6 [11%] states and/or territories, have variations: **CA** (licenses are perpetual), **CO** (licenses are permanent), **ND** (1 and 2 year licenses), **TX** (are non-expiring) and **VA and VT** (1 to 3 year licenses).

Q - ***HOW MANY AND WHAT STATES AND/OR TERRITORIES CHARGE A FEE FOR LICENSING?***

A - **22** [41%] states and/or territories - no fee: **AK, AL, DE, GA, HI, IA, IL, MD, MO, MT, NC, NH, NY, OK, PA, PR, RI, SC, SD, VT, WV, and WY.**

20 [38%] states and/or territories, fee varies depending upon the number of children cared for in the center: **AR, CA, CO, FL, ID, IN, KS, LA, MA, MN, MS, ND, NE, NJ, NV, TN, TX, UT, VA and WA.**

11 [21%] states and/or territories, fee is fixed: **AZ, DC, CT, KY, MI, ME, NM, OH, OR, VI and WI.**

Q - ***HOW MANY AND UNDER WHAT CIRCUMSTANCES DO CHILD DAY CARE CENTERS GET UNANNOUNCED INSPECTION VISITS FROM THE LICENSING AGENCY?***

A - **7** [13%] states and/or territories, all inspection visits are unannounced: **CT, GA, LA, ME, NJ, NM, and PR.**

18 [34%] states and/or territories, unannounced inspection visits at least annually and upon compliant: **AL, AZ, CA, DC, IL, KS, KY, MA, MO, MT, NC, NE, OH, OR, TN, TX, VA and WY.**

8 [15%] states and/or territories, unannounced inspection visits 2 - 4 times per year: **AR, FL, IN, OK, RI, UT, VT and WI.**

8 [15%] states and/or territories unannounced inspection visits only take place when a complaint has been filed: **AK, DE, HI, MD, MI, MS, WA and WV.**

10 [19%] states and/or territories unannounced inspection visits can occur variously: **IA and ND** (some are unannounced), **MN** (licensing review, complaints, and reinspections), **NH** (1 every 3 years), **NV and CO** (at least every two years), **NY** (at any time, no set timeframe), **PA** (randomly and upon complaint), **SC** (all except renewal), **and SD** (conditional).

1 [2%] state has no unannounced inspections/visits: **ID.**

1 [2%] - no information provided: **VI**

Q - ***DO STATES AND/OR TERRITORIES REQUIRE GENERAL LIABILITY INSURANCE?***

A - 21 [40%] require only general liability insurance: **AK, AZ, DE, IL, KS, KY, ME, MT, ND, NJ, NV, NY, PA, PR, RI, SD, TX, UT, VA, VT, and WI.**

2 [4%] require only general liability insurance for centers receiving federal or state funds: **CO and LA.**

30 [56%] have no requirement to have professional or general liability insurance: **AL, AR, CA, CT, DC, FL, GA, HI, IA, ID, IN, MA, MD, MI, MN, MO, MS, NC, NE, NH, NM, OH, OK, OR, SC, TN, VI, WA, WV and WY.**

Q - ***ACCORDING TO THE RECOMMENDED GUIDELINES FOR STAFF-CHILD RATIOS PROVIDED IN CARING FOR OUR CHILDREN: NATIONAL HEALTH AND SAFETY STANDARDS (1992), WHAT STATES AND/OR TERRITORIES AND HOW MANY MEET OR COME CLOSE TO MEETING THESE GUIDELINES?***

A - Infants birth to 1 year [recommendation 1:3]:

4 [8%] states and/or territories have a 1:3 ratio: **HI, KS, MA and MD.**

29 [55%] states and/or territories have a 1:4 ratio: **CA, CT, DC, DE, FL, IA, IL, IN, ME, MI, MN, MO, MT, ND, NE, NH, NJ, NY, OK, OR, PA, PR, RI, UT, VA, VT, WA, WI and WV.**

Young toddlers 1 - 2 years of age [recommendation 1:3]:

1 [2%] states and/or territories have a 1:3 ratio: **MD.**

14 [27%] states and/or territories have a 1:4 ratio: **CA, CT, DC, HI, IA, MA, MI, ND, NY, OR, PR, VT, WI and WV.**

Older toddlers 2 -3 years of age [recommendation 1:4-5]:

6 [11%] states and/or territories have a 1:4 ratio: **CA, CT, DC, OR, MA and PR.**

5 [10%] states and/or territories have a 1:5 ratio: **IN, ND, NY, SD and VT.**

Preschoolers 3-5 years of age [recommendation 1:7 for younger preschoolers and 1:8 for older ones]:

1 [2%] states and/or territories have a 1:6-7 ratio: **NY.**

Schoolagers 6-12 years of age [recommendation 1:10 for ages 6 - 8 years and 1:12 for ages 9 - 12 years]:

6 [11%] states and/or territories have a 1:10-12 ratio: **CT, ME, NY, PA, PR and VI.**

In each age category, all other states do not meet or come close to meeting the recommended staff-child ratios.

Q - ***HOW MANY AND WHAT STATES AND/OR TERRITORIES REQUIRE PRESERVICE TRAINING AND/OR EXPERIENCE FOR STAFF?***

A - **36** [68%] states and/or territories require preservice training and/or experience: **AR, AZ, CA, CO, DC, DE, GA, HI, IL, IN, KS, LA, MA, MN, MO, MS, NC, ND, NH, NV, NY, OH, OK, OR** (not for teachers aides and other staff), **PA, PR, RI** (not for teachers aides), **SC, TX, VA, VI, VT, WA, WI and WV.**

15 [28%] states and/or territories require preservice training and/or experience for directors: **AL, AK, CT, IA, KY, MD, ME, MI, MT, NJ, NM, SD** (head teachers also), **TN, UT and WY.**

2 [4%] states have no requirement: **FL and ID.**

Q - ***HOW AND WHAT STATES AND/OR TERRITORIES REQUIRE CPR AND/OR FIRST AID AS A SEPARATE REQUIREMENT STAFF?***

A - **23** [43%] states and/or territories require CPR and/or first aid: **AR, CA, CO, CT, DC, GA, KS, MA, MS, MT, NE, NM, NV, OH, PA, SC, SD, TX, UT** (FA required, CPR recommended), **WA, WV** (FA only) **and WY**

26 [49%] states and/or territories do not require CPR and/or first aid: **AK, AL, AZ, DE, FL, HI, IA, ID, IL, IN, KY, LA, MD, ME, MI, MO, NC, ND, NJ, NY, OR, TN, VA, VI, VT and WI.**
4 [8%] states and/or territories - no information was provided: **MN, NH, OK, and RI.**

Q - ***HOW MANY AND WHAT STATES AND/OR TERRITORIES REQUIRE SPECIALIZED TRAINING IN ANY OR ALL OF THE FOLLOWING AREAS - INFANTS, SCHOOL AGE, AND CHILDREN WITH DISABILITIES?***

A - **14** [26%] states and/or territories require some additional specialized training for staff: **CA, CO, DE, IL, KS, MA, MD, NM, NV** (directors only), **VI, VT, WI, WV and WY.**

39 [74%] do not require any specialized training for staff.

Q - ***HOW MANY AND WHAT STATES AND/OR TERRITORIES REQUIRE IN-SERVICE TRAINING FOR STAFF? AND HOW MUCH?***

A - **46** [87%] states and/or territories require in-service training as follows:

3 hours per year: **NV and MD** (6 hours for directors).

4 hours per year: **AL** (2 hours for service staff and 8 hours for head teachers) **and ID.**

6 hours per year: **IA, PA, TN** (12 hours for directors), **and VT** (9 hours for directors and head teachers).

8 hours per year: **FL, MT, VA and WY.**

10 hours per year: **AR, GA, KS** (5 hours for directors) **and ND.**

12 hours per year: **AK, AZ, IN, KY, LA, ME** (half time staff, 24 hours per year for full time staff), **MO, NE and OK** (20 hours for directors).

15 hours per year: **DE, IL, MS, OH, OR and WI.**

20 hours per year: **MA, TX and SD.**

24 hours per year: **NM.**
Other: **UT** (40 hours first year, 20 hours thereafter), **CT** (1% of hours worked), **MN** (2% of hours worked), **NY** (15 biennially), **SC and TX** (varies) **and VI** (twice a year).

Amount of training not specified: **DC, NC, RI, WA and WV.**

7 [13%] states and/or territories do not require in-service training: **CA, CO, HI, MI, NH, NJ and PR.**

Q - HOW MANY AND WHAT STATES AND/OR TERRITORIES REQUIRE MEASLES AND/OR HIB IMMUNIZATIONS FOR DAY CARE CENTER STAFF?

A - **39** [74%] do not require staff to have either measles or HIB immunizations: **AK, AL, AR, CA, CO, CT, DC, DE, FL, GA, HI, ID, IL, IN, KS, KY, LA, MD, MI, MN, MO, NC, ND, NE, NJ, NV, NY, OK, OR, PA, SD, TN, TX, VA, VT, WA, WI, WV and WY.**

7 [13%] measles is required for staff, but HIB is not required: **AZ, MA, ME, MS, MT, OH and RI.**

1 [2%] measles and HIB are required: PR.

6 [11%] states and/or territories - no information provided: **IA, NH, NM, SC, UT and VI.**

DEFINITION OF TERMS

These definitions are used by The Children's Foundation for this Licensing Study. We have tried to be as precise as possible, but in some instances **variations do exist among the states and territories.** Please refer to the specific state or territory for additional explanation, or write to them to secure a complete set of their regulations, including definitions.

ADA - The Americans with Disabilities Act of 1990.

CERTIFIED - see "licensing."

CHILD DAY CARE CENTER - full or part time care for groups of children in a non-residential setting.

HIB - most serious HIB disease is bacterial meningitis caused by a bacterium, "Hemophilus Influenza (type B)."

INFANT - usually, a child birth to one year.

"INFANT ONLY" PROGRAM - a child day care center which provides care to only infants; age varies among states and territories.

LICENSING - granting of formal permission by a designated state and/or local agency to an individual or legal entity to operate a child day care facility. The state/local agency has the authority to ensure that standards are being met, set procedures for revoking a license and provide appeal mechanisms. The purpose of licensing is to protect vulnerable consumers by setting a minimum floor for reasonably safe service [referred to as "certified" in PA].

NATIONAL LIFE SAFETY FIRE CODE - prescribes regulations consistent with nationally recognized good practice for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use of occupancy of buildings or premises.

TODDLER - divided into two categories: a child 1-2 years of age (young toddler) and a child 2-3 years of age (older toddler).

OVERNIGHT CARE PROGRAMS - a child day care program which offers services 24 hours a day.

PRESCHOOLER - a child 3 and 4 years of age.

REGULATED CHILD CARE - forms of child day care that are required to comply with established state and/or local codes.

SCHOOL AGE - divided into two categories: a child 5-6 years of age (kindergarten) and a child 6-13 years of age.

SCHOOL AGE PROGRAM - a child day care center which offers care to children before and/or after school.

SICK CHILD CARE PROGRAM - a child day care center which offers care to mildly ill children.

STAFF - individuals employed at a child day care center, which may include the director, assistant director, training or education coordinator, head or lead teacher, assistant teachers, aides, kitchen and maintenance personnel.

TRAINING - instruction received by child day care center staff on topics such as child development, child abuse identification, program planning, behavior management, first aid, infant/child CPR, health, safety, nutrition, developmentally appropriate practice and activities, administration, and special care for infants, school age or sick children, and children with disabilities.

ALABAMA (AL)

Information
Supplied by: Frances Arnold, Assistant Director
Family and Children's Services
DHS, Office of Day Care and Child Development
50 Ripley Street
Montgomery, AL 36130
PHONE: (205) 242-1425
FAX: (205) 242-0939

Number and Definitions of Regulated Programs
-1,287 licensed centers.
-Nursery schools, prekindergartens operating longer than four hours a day and not operated by public schools are subject to licensure; religiously affiliated facilities are exempt, but have the option of being licensed.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no license fee.
-Written fire and health department approvals required.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 32 sq. ft.; outdoor - 60 sq. ft. (over 2 1/2); 50 sq. ft. (under 2 1/2).
-Staff/child ratios: 3 weeks - 18 months - 1:6; 18 months - 2 1/2 years - 1:8; 2 1/2 - 4 years - 1:12; 4-6 years - 1:20; 6-8 years 1:22; 8 years and older - 1:25.

Unannounced Inspection Policy
-Renewal, annual and complaint inspections are unannounced.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on situation.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are prioritized and investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 19; younger staff can work but may not be counted in child/staff ratio.
-Compliance with ADA in staff hiring is in the process of being reviewed and, if necessary, corrected, by the ADA coordinator for the state. Most centers have published notices that they are equal opportunity employers.

Staff Prescreening
-Staff required to have a medical examination once every 4 years; TB skin test required once.
-Service is offered for child abuse clearance, but is not required.
-Fingerprinting, criminal records background check, chest x-ray, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening not allowed.
-3 written references from non-relatives, including at least one previous employer, required for center staff.
-Self-disclosure required for criminal records.

Staff Training
-Preservice education and experience required for center directors and program directors; high school diploma or GED required for teachers; cook and service staff must be able to read and write; all required to participate in center orientation.
-Program directors must obtain at least 8 clock hours of training each year; child care workers must obtain at least 4 clock hours of training each year; service staff shall obtain at least 2 clock hours of training each year.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-CPR/ first aid is not a separate preservice and/or in-service training requirement.

Child Documentation Policy
-Center must keep specific information on each enrolled child.

Child Immunization Policy
-Enrolled children are required to be immunized according to the schedule prescribed by the State Health Department; includes HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines for swimming pools include: fence, locked gate, lifeguard and Red Cross lifesaving certificate, more staff than regular ratio, etc.
-Child/staff ratio is affected: More staff is required.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-No separate regulations.
-No centers provide care to "infants only."

Overnight Care Programs
-Special requirements include: bathing facilities, staff, and sleeping accommodations.
-44 centers licensed for nighttime care (includes evening and overnight).

School Age Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Gary Warren, DHR, 50 Ripley Street, Montgomery, AL 36130 (205) 242-1650.

Programs for Children with Disabilities
-Separate regulations exist.
-Compliance with ADA in providing services to children involves trying to establish training for providers so they understand the requirements of Title 3.

National Life Safety Fire Code
-Has been adopted by state.

Child Abuse and Neglect
-Contact any Sheriff's Dept. or any County DHR office.

Local Contact
-Geneva Hogan
Mobile County Department of Human Resources
P.O. Box 1906
Mobile, AL. 36633-1906
-Delores Hubbert
Madison County Dept. of Human Resources
2206 Oakwood Avenue, N.W.
Huntsville, AL. 35810-4499

Pending Legislation
-None.

ALASKA (AK) **

Information
Supplied by: Jean Henry
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Definition and Number of Regulated Programs
-228 licensed day care centers [125 by the State of Alaska; 103 by the Municipality of Anchorage].
-Nursery schools, prekindergartens centers are included in this number; preschools are certified by the AK Dept. of Education.

Requirements
-License required; preapproval inspections required.
-Licenses are renewed every two years; no license fee.
-Fire safety and sanitation inspections required biennially.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers - 1:6; preschool - 1:10; kindergarten - 1:15; schoolage - 1:20; mixed age groups - ratio for youngest child applies.
-Centers must have at least one caregiver on duty at all times with current CPR and first aid training.

Unannounced Inspection Policy
-Centers may receive unannounced inspections at anytime, usually this happens in the case of a complaint or when licensing staff has reason to believe center is not complying with regulations/law.

Complaint Procedure
-If well being of a child is in jeopardy, center may be closed immediately.
-Noncompliance situations where children are not in jeopardy require only a warning.
-Length of time center has to come into compliance is variable.
-Resource and referral agencies, as well as Day Care Assistance administrators, are notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for administrator is 21; minimum age requirement for caregivers is 18.
-No information available regarding ADA in staff hiring.

Staff Prescreening
-Skin test for TB is required annually for center staff; if TB test is positive, chest x-ray is required; medical examination may be required upon request; child abuse clearance is required.
-AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.
-Fingerprinting and criminal background check required for center administrator only.
-No administrator or caregiver may be under indictment for or convicted within the previous 10 years of a felony, crime of assault, reckless endangerment, contributing to the delinquency of a minor, misconduct involving a controlled substance, or unsworn falsification, as defined in AS.11 or laws of another jurisdiction, or a sex crime as defined in AS.12.62.035.
-Conditional hiring prior to results of prescreening not allowed.
-3 written references from non-relatives, including one from previous supervisor required for administrator; 3 written references from non-relatives required for caregivers.

Staff Training
-9 hours college level credit in early childhood education required for center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-12 hours annual in-service training required for center staff.
-No special training required for infant care, special needs care, sick child care, or drop in care.

Child Documentation Policy
-Center must have on each enrolled child: emergency record card; record of immunizations; must keep daily attendance record.

Child Immunization Policy
-Enrolled children must be immunized.
-Enrolled children not required to have the HIB immunization.

Discipline Policy
-No form of corporal punishment may be used on newborns, infants, and children with special needs; only with prior written parental permission may controlled hand spankings with the open hand be used, when appropriate, with: a) no more than one slap on the clothed buttocks of a toddler; and b) no more than three slaps on the clothed buttocks of a preschooler or older child; and c) no other form of corporal punishment may be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-There are no guidelines for the use of swimming pools by child day care centers.

Transportation Policy
-Requirements concerning the transportation of children exist in state law.

Infant Care Programs
-No separate regulations for centers which service infants; centers may not care for newborns (birth to 6 weeks).
-No centers provide care to "infants only."

Overnight Care Programs
-Children may occasionally be in care 24 hours a day in a facility for a period not to exceed 30 consecutive days if night time care provisions are met and prior approval by the Division is granted; number of children during overlapping shift periods may not exceed the maximum licensed capacity of the facility; arrangements for drop off and pick up must not disturb other sleeping children; center must have a room away from sleeping children where children who are awake can have activities.
-A facility, or child's parent or guardian, shall provide toiletry items and sleeping garments and special toy or blanket for child, if the child wishes.
-Unless parent specifies otherwise, a facility will: serve dinner to child at dinnertime; serve night snack; and serve breakfast to child in night care.
-Exact number of centers providing overnight care is unknown.

School Age Care Programs
-Care will supplement child's school activities, providing change of pace and interest between school and child care program; freedom appropriate to the age of the child and opportunities for self-reliance and social responsibility; separate space, equipment, and supplies for the school age children if their presence infringes on the required space, equipment, and supplies for younger children; opportunities for school-age children to participate in the selection and planning of their own activities.

Sick Child Care Programs
-A facility that cares for a mildly ill child shall arrange a plan of care with the parent and provide a place where, under adult supervision, the child may rest or play quietly apart from other children.

Subsidized Child Care Programs
-Is available; contact Alaska Dept. of Community and Regional Affairs, Child Care Programs, 333 W. 4th Ave., Suite 220, Anchorage, AK 99501-2341: (907) 269-4670).

Programs for Children with Disabilities
-Staff orientation must include training in care of specific children with disabilities; before admission of child with a special need, there must be discussion with parent; mainstreaming of children required per ADA.

National Life Safety Fire Code
-An adaptation is used; Uniform Fire Code and Uniform Building Code.

Child Abuse and Neglect
-Call 1-800-478-4444, or call the nearest office of AK Division of Family and Youth Services.

Local Contact
-Southeast Regional Offices
Wildmeadow Bldg., Ste 305
10002 Glacier Highway
Juneau, AK 99801
(907) 790-3221
-Southcentral Regional Offices
550 West 8th Ave., Ste 304
Anchorage, AK 99501
(907) 265-5095
-Northern Regional Offices
751 Old Richardson Highway
Number 300
Fairbanks, AK 99701-7899
(907) 451-2650

Pending Legislation
-Legislation was passed in 1994 revising the community care licensing law; effective date is January 1, 1996. The division is now in the process of drafting revised regulations for all facility types that are licensed - child care, foster care, residential care, etc. In so far as possible, the goal is to consolidate standards that apply to all facility types.

** Information not reverified.

ARIZONA (AZ)

Information
Supplied by: Marlene Morgan, MSW
Health Program Manager
Department of Health Services
Office of Child Care Licensure
1647 E. Morten, Suite 230
Phoenix, AZ 85020
PHONE: (602) 255-1272
FAX: (602) 255-1126

Number and Definition of Regulated Programs
-1,335 licensed centers.
-Nursery school, prekindergartens and religiously affiliated centers are included.

Requirements
-License required; preapproval inspection required.
-License renewed every three years; $150 fee initially and at renewal which goes into the General Fund.
-Fire safety inspection required annually; building code inspection initially; kitchen sanitation inspection required annually.
-General liability insurance is required; no requirement for professional liability.

Regulations
-Space requirements per child: indoor - 35 sq. ft. for infants and one year olds, 25 sq. ft. for two year olds and older; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:5; one year olds - 1:6; two year olds - 1:8; three year olds - 1:13; four year olds - 1:15; school age - 1:20; mixed age groups - the ratio of the youngest child in the group.
-At least one person must be on premises at all times with current certificates in first aid and CPR.

Unannounced Inspection Policy
-One unannounced visit annually.

Complaint Procedure
-No policies that require the immediate closing of a center.
-If found in violation of licensing regulations, center must come into immediate compliance or have written plan for correcting deficiencies and proposed date for completion.
-License may be revoked or suspended at any time for fraud or deceit in obtaining the license; center personnel incorrectly registered; center has personnel addicted to drugs or alcohol, who have engaged in physical, emotional or sexual abuse, who use unacceptable disciplinary methods, or failure to comply with the provisions of the Day Care Act.

-Resource and referral agencies are notified of center closings through telephone contact.
-Complaints against a center are responded to as follows: within 24 and 48 hours for alleged child abuse or immediate danger; 5 days for serious in nature, but no indication of immediate danger to health and safety; 10 days for all other complaints; 20 days for out-of- area complaints.

Staff Qualifications
-No state recommended salary schedule for staff.
-Minimum age requirements: 16 years as a volunteer or paid with assistant teacher supervision; 18 years for teacher caregiver; 21 years for director.
-Compliance with ADA in staff hiring is not addressed by the Office of Child Care Licensing at this time.

Staff Prescreening
-Fingerprinting and criminal records background check required within 20 days of employment and upon transfer to another corporation or private business; skin test for TB required prior to employment; written statement is required to be provided by the individual, testifying to immunity of measles; chest X-Ray required if TB test is positive.
-Medical examination, child abuse clearance, AIDS test, HIB immunization, and drug and alcohol test not required.
-Conditional hiring before results of prescreening is not regulated.
-Six written references required: 3 personal and 3 professional.
-No requirements regarding substitutes.

Staff Training
-A combination of preservice education/experience is required for all staff; different depending upon position.
-All staff required to participate in 12 hours of in-service training annually.
-No special training required for infant care, sick child care, or drop in care; training for care of children with disabilities may be required depending upon the severity of the child with a disability.

Child Documentation Policy
-Complete file must be maintained on each child; must be enrolled by parent or guardian; record of proper immunizations.

Child Immunization Policy
-Enrolled children are required to be immunized, except for certain medical or religious exemptions.
-HIB immunization required: regulations require that a verifiable record be provided by the child's health care provider, parent or guardian and indicate that the child has received the appropriate immunizations of Haemopilus Influenza, Type B.

Discipline Policy
-Corporal punishment not allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines are as follows: Swimming pools over 2 ft. deep must have a recirculation system with a removable strainer, two pool inlets, an automatic disinfectant system, vacuum cleaning system and a 5 ft. fence with self closing-self latching gate.
-Child/staff ratio is affected: A minimum of 2 personnel on the center's premises at all times whenever 6 or more children are present.
-In addition to child/staff ratios, there shall be an additional person certified in advanced lifesaving and CPR to be present (in a private pool).

Transportation Policy
-Vehicle must be properly maintained; driver must be at least 18 years of age, hold a current Arizona driver's license, and current first aid certificate.
-Child restraints required, depending on age/weight of child.
-First aid kit and children's emergency medical care authorization must be in vehicle.

Infant Care Programs
-Supplemental program standards for infants.
-Supplemental equipment.
-There are centers providing care to "infants only," defined as any child who is 12 months of age or younger, or who is under 18 months and not yet walking.
-There are 273 "infant only" centers in the state.

Overnight Care Programs
-Special regulations include activity, bed, bathing, toileting, and personal grooming requirements as well as staffing requirements.
-53 centers provide overnight care.

School Age Care Programs
-Supplemental program standards for school-age children.
-Equipment standards.

Sick Child Care Programs
-Sick children are not allowed under present regulations.

Subsidized Child Care Program
-Is available; contact Department of Economic Security (602) 542-4248.

Programs for Children with Disabilities

-Supplemental.
-No mainstreaming required in addition to general program and equipment standards, there are requirements for in-service/training, physical plant modifications, personnel/child ratios, and parent conferences.
-Compliance with ADA in providing services to children: Department has removed classification from license, indicating all providers are required to comply with ADA. Architectural review indicates there shall be requirements that are in compliance with ADA.

National Life Safety Fire Code

-State has adopted 1985 edition of NFPA 101 Life Safety Code for child care centers.

Child Abuse and Neglect

-Cases of child abuse or neglect should be reported to Child Protective Services (602) 266-0282.

Local Contact

-Three state offices - Phoenix, Flagstaff and Tucson.

Pending Legislation

-Senate Bill 1005; was enacted during the special session (summer). This bill mandates a comprehensive evaluation of laws and regulations that govern Arizona's child care programs in order to determine ways to lessen the regulatory burden on providers and to protect the health, safety and well-being of children in all day care programs.
-The Child Care Standards Review Committee was established to conduct the rule/law review.

ARKANSAS (AR) **

Information
Supplied by: Virginia Reid, Administrator
DCFS - Child Care Licensing
P.O. Box 1437, Slot 720
Little Rock, AR 72203-1437
PHONE: (501) 682-8590
FAX: (501) 682-8666

Number and Definitions of Regulated Programs
-1,723 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Requirements
-License required when 6 or more children are in care; preapproval inspection required.
-Licenses are renewed every two years; license fee - $30 for 2 year license for 24 or fewer children; $50 for 2 years license for 25 or more children; all fees deposited in the Child Care Provider Training Fund for training grants.
-Fire safety and sanitation inspection required annually; zoning required initially.
-General liability and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:6; toddlers - 1:9; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:18; schoolage - 1:20; mixed age group - meet ratio for youngest child in group.
-Center must have one person on duty at all times center is in operation who is certified in CPR.

Unannounced Inspection Policy
-Goal is for unannounced quarterly inspections; more often if complaints are received.

Complaint Procedure
-Immediate center closing only required in emergency situations.
-Warning required for items not thought to immediately jeopardize health or safety.
-Length of time center has to come into compliance depends on severity of the non-compliance.
-Once closed, the center is removed from the information systems of resource and referral agencies.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director is 21; minimum age requirement for remaining center staff is 18.
-Centers are provided with information regarding ADA policy in staff hiring and the act is referenced in the regulations.

Staff Prescreening
-Medical exam, finger printing, child abuse, criminal background check, chest x-ray or TB skin test; hiring is dependent upon a clear record or screen.
-AIDS, drug or alcohol tests and measles and HIB immunizations are not required.
-Written references required from last 6 years of employment.
-No policy regarding the use of temporary substitutes.

Staff Training
-Center directors must have a high school diploma plus 4 years experience or a CDA or AA degree with an emphasis in early childhood, or a Bachelor's degree; lead/head teachers, assistant teachers, teacher aids and the dietician and kitchen staff must have a high school diploma or GED.
-10 hours of specific early childhood education from approved trainers.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid is a separate preservice and in-service requirement.

Child Documentation Policy
-Child records must be kept and made available to the Division of Children and Family Services Licensing Staff on request.

Child Immunization Policy
-Enrolled children must be immunized, including HIB; children entering care after age 36 months not required to have HIB.

Discipline Policy
-Corporal punishment is not allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Requires health department approval; staff must have Red Cross Life Saving certification or Water Safety Instructor.
-Reduced child/staff ratios: 3 year olds - 1:2; 4 year olds - 1:3; and 5 year olds - 1:5.

Transportation Policy
-Special regulations exist.

Infant Care Programs
-Additional specific regulations exist.
-While 575 licensed centers serve infants, no information is available about the existence and number of "infant only" centers.
-Infant is defined as 6 weeks to 30 months.

Overnight Care Programs
-Special regulations regarding sleeping arrangements and health issues exist.
-Less than 10 centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Sick Child Care Programs
-Any child who becomes ill and unable to participate in the daily activities must be isolated and supervised. Appropriate action should be taken to meet the individual needs of the child. Parents or guardian must be notified and requested to pick up child.
-Standards for sick child care now included is a component of legislation.

Subsidized Child Care Programs
-Is available; contact Bobbie Ferguson, DCFS Subsidized Day Care, Box 1437, Slot 626, Little Rock, AR 72203-1437; (501) 682-8763.

Programs for Children with Disabilities
-Division of Developmental Disabilities Services does licensure for DDS sites. If children without disabilities are in care, a dual license is required.
-Centers are provided with information about compliance with ADA.

National Life Safety Fire Code
-Has been adopted; enforced by Fire Marshall; portions relating to child care centers utilized.

Child Abuse and Neglect
-Call 1-800-482-5964.

Local Contact
-Contact local division of Children and Family Services/ Department of Human Services Office in every county.

Pending Legislation
-Revisions are expected to be proposed for changes to laws requiring background checks with fingerprinting checks.

** Information not reverified.

CALIFORNIA (CA) **

Information
Supplied by: Martha Lopez, Deputy Director
Dept. of Social Services
Community Care Licensing Division
744 P Street, MS 19-50
Sacramento, CA 95814
PHONE: (916) 324-4031
FAX: (916) 323-8352

Number and Definition of Regulated Programs

-**12,268** licensed centers.
-Nursery/preschools are not licensed separately; "day care center" is used generically to license nursery schools, preschools, Montessori schools, Head Start, prekindergartens and religiously affiliated centers, all of which are included in the number.

Requirements

-Licenses are mandatory unless exempt by law; preapproval inspections required.
-Licenses are issued in a perpetual basis; annual licensing fees of from $100 to $1,000 based on capacity.
-Fire safety inspection required at time of application for licensure. However, for purposes of a schoolage day care program operating on a functioning school site, the school fire inspection is accepted by law as sufficient fire clearance.
-General and/or professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; preschool - 1:12; schoolage - 1:14; mixed age groups - 1:12.
-One staff member who has pediatric CPR/first aid must be on-site at all times.

Unannounced Inspection Policy

-Yes, within 10 days of receipt of a complaint; annual visit; plan of correction visit; all visits other than the prelicensing visit.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Policies that require only a warning exist.
-Time frames for centers to come into compliance vary depending on the type of deficiency to be corrected. Time frames are developed jointly between the center staff and the Licensing staff.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against centers are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; teacher aides may be less than 18 years old provided that they are either high school graduates, or that they are currently participating in an occupational program conducted by an accredited high school or college; teacher aides must work only under the direct supervision of a teacher.
-Compliance with ADA in staff hiring guarantees equal opportunity and gives civil rights protection to those staff members.

Staff Prescreening
-Staff required to be prescreened by medical examination; fingerprinting required at time of licensure and employment; child abuse clearance required prior to licensure and employment; FBI criminal records background checks are required when the individual has been in California for less than two years; TB skin test must be performed not more than one year prior to or seven days after initial presence in the facility.
-AIDS test and drug and alcohol tests not required.
-There are no guidelines from the Department of Health for HIB and measles immunizations.
-Staff (other than director) are allowed to be hired and begin working in the center pending fingerprint clearances. All other clearances as stated above must be submitted/cleared prior to employment.
-No written references required for center staff.

Staff Training
-Preservice education and experience required for center directors, teachers,; no preservice education and experience requirements for teachers aides, the dietician and kitchen staff.
-No annual in-service training required.
-Special training is required for the care of infants and mildly ill children. No special training is required for the care of children with disabilities or for drop-in care.
-At least one director or teacher at all day care centers must have 15 hours of training in preventive health practices to include pediatric CPR/first aid. In addition, all directors and fully qualified teachers at day care centers for mildly ill children are separately required to have pediatric CPR/first aid.

Child Documentation Policy
-Records on each child must be maintained.

Child Immunization Policy
-Enrolled children must be immunized.
-Health regulations are in the process of being changed to require the HIB immunization once after the age of 1 year.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but does not need to be notarized.

Swimming Pool Policy
-Guidelines for swimming pools include: at least one adult present during any water activities or near any body of water, with a valid water safety certificate on file at the center.
-Child/staff ratio becomes 1:6 during water activities - Lifeguards or personnel supervising anyone other than center children are not included in the ratio.
-Red Cross lifesaving training not required by staff.

Transportation Policy
-Separate regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers providing care to "infants only," defined as 0 - 2 years.
-There are 1063 "infant only" centers in the state.

Overnight Care Programs
-There are no special regulations for overnight care.
-Centers do provide overnight care, but the exact number is unknown.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Sick Child Care Programs
-All current licensing regulations apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of mildly ill children.

Subsidized Child Care Programs
-Is available; contact Dr. Robert Cervantes, Director, Child Development Division, State Department of Education, 721 Capitol Mall, Sacramento, CA 95814; (916) 322-6233.

Programs for Children with Disabilities
-All current licensing regulations would apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of children with disabilities.
-Compliance with the ADA in providing services to children prohibits discrimination.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Complaints of suspected child abuse can be filed in any of the 16 state licensing offices, 48 county licensing offices, any law enforcement (city or county) and child protective offices located in every one of the 58 county social/health/welfare offices.

Local Contact

-Northern Regional Office
Frances Young, Manager
744 P Street, M.S. 19-48
Sacramento, CA 95814
(916) 387-4500 FAX (916) 387-4508

-Southern Regional Office
Margie Davis, Manager
5962 LaPlace Court, Suite 185
Carlsbad, CA 92008
(619) 929-2121 FAX (619) 929-2133

-Coastal Regional Office
Martha Mills, Manager
1799 S. Winchester Boulevard, Suite 205
Campell, CA 95008
(408) 277-9776 FAX (408) 277-2001

-Los Angeles Regional Office
Colleen Anderson, Manager
12555 Jefferson Boulevard, Suite 280
Los Angeles, CA 90066
(310) 574-6633 FAX (310) 574-6651

Pending Legislation

-None.

** Information not reverified.

COLORADO (CO)

Information
Supplied by: Dana Andrews
Licensing Administrator
Division of Child Care
Department of Human Services
1575 Sherman St.
Denver, CO 80203-1714
PHONE: (303) 866-5958
FAX: (303) 866-4453

Definition and Number of Regulated Programs
-2110 [includes 1029 day care centers, 595 school-age day care centers, and 486 part day preschools]
-Nursery schools, prekindergartens and religiously affiliated centers are included in this number. Legally exempt centers providing religious instruction are not included in this number.

Requirements
-Licence required; preapproval inspection required.
-Licenses now are permanent; annual license fee ranges from $14 - $294, depending on number of children in center.
-Separate inspections required every 2 years by the Fire and Health Departments. Building code inspection required at opening and at capacity changes.
-General liability required if centers cares for children paid for by the state; otherwise no general liability or professional liability required.

Regulations
-Space requirements per child: indoor - infants: 50 sq. ft.; toddlers: 45 sq. ft.; preschool and school age 30 sq. ft.; outdoor - 75 sq. ft.; a minimum of 1,500 sq. ft. with 150 sq. ft. of shaded area; infant play yard, 400 sq. feet.
-Staff/child ratios: infants - 1:5; toddlers - 1:5; 2 year olds - 1:7; 2 1/2 to 3 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:12; five year olds and up - 1:15.
-CPR/first aid is a separate preservice/in-service training requirement; there must be someone at the facility at all times who has current certification in CPR and first aid; one person at all times in each infant room and one person at all times in the toddler nursery area.

Unannounced Inspection Policy
-All renewal, supervisory and complaint visits are unannounced.

Complaint Procedure
-No written policies that require immediate closing of a center. However, the law allows suspension of license if conditions endanger children's safety and well-being.

-No warning policy; all violations must be corrected.
-Usual time frame for center to come into compliance is immediate for serious violations or within 30 days.
-Currently working on a new process for notifying resource and referral agencies when a center is closed.
-Response process when a complaint is registered against a center: very serious (1-3 working days); serious (4-10 working days); moderate (10-15 working days); mild (14-20 working days); and very mild (14-20 working days).

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16; 16-18 year olds required to have direct supervision of a group leader; must be 18 to work with infants.
-Compliance with ADA in staff hiring involves centers being told they cannot refuse to hire a staff with a disability but must evaluate on an individual basis.

Staff Prescreening
-Staff required to be prescreened by fingerprinting, child abuse clearance, criminal records background check, TB skin test, and medical examination; chest x-ray required only if sensitive to skin TB test.
-AIDS test, HIB and measles immunizations, and drug and alcohol test are not required.
-Conditional hiring is allowed prior to results of prescreening.
-3 written references required to verify previous employment and position qualifications, also character and suitability for working with children.
-Substitutes must meet the qualifications of the position of the person for whom they are substituting; must also be fingerprinted and have TB test.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides (infant/toddler only), and infant nursery supervisor - variety of combined education and experience options available; no requirements for the dietician and kitchen staff.
-Infant and toddler aides must have completed 8 hours of orientation prior to assignment; infant group leaders must have completed 8 hours of orientation prior to work.
-Annual in-service training not currently required.
-Special training required for infant care and may be required for individual situations for sick child care--handled on an appeal basis; no special training required for special needs care or drop in care.

Child Documentation Policy
-For child enrollment, must have child health history and immunizations, social history, emergency authorizations and phone numbers of people to contact in an emergency, and medication

authorizations, and authorizations for special activities provided by the center.

Child Immunization Policy
-Enrolled children required to have HIB immunization because centers are considered schools by state law.

Discipline Policy
-Corporal punishment is prohibited.
-Center must have written discipline policy which is posted or is available to parents and staff.

Emergency Medical Consent Policy
-Parents must sign authorization of emergency medical care, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines state that when a swimming pool is provided, it shall meet the requirements of the Colorado Department of Health. An outdoor pool shall have protective fencing of at least five feet with self-closing gates which are locked when pool is not in use; winter coverage, which shall exclude plastic or inflatable-type domes; and a nonskid surface area of at least five (5) feet adjoining pool sides. An indoor pool shall be located in a lockable room separated from rooms used for child care or shall be fenced as required for outdoor pools.
-Use of permanent wading pools prohibited. Only portable wading pools under close supervision shall be used. Water temp. of not less than 60 degrees F. shall be maintained. Pools shall be emptied after use by each group of children or at least daily and placed in storage when not in use.
-Child/staff ratio not affected. Required ratio maintained.
-Though a certified Water Safety Instructor is required to be in attendance at all times when pool is in use, no information provided as to whether or not Instructor is staff member.

Transportation Policy
-Children must be in approved child restraint system to recommended age and must have written permission to transport.
-Driver of vehicle must have appropriate drivers' license for the size of the vehicle and vehicle must meet safety standards.

Infant Care Programs
-Additional staff requirements for centers which service infants, specifically for the infant nursery supervisor.
-There are centers providing care to "infants only," defined as 6 weeks to 18 months.
-There are approximately 20 "infant only" or infant/toddler centers for teenage parents, that are located in or associated with high schools.

Overnight Care Programs
-Special regulations involve: following provisions of care of children required in the Minimum Rules and Regulations for

Child Care Centers; a nutritious evening meal shall be served to children, and a bedtime snack shall be offered; type of activities provided in morning and afternoon programs shall be available to children during their waking hours. Quiet activities shall be planned immediately preceding the children's bedtime; children shall be bathed as necessary and changed into comfortable night clothing for sleeping; separate beds, cribs, or cots with sheets and clean, washable covering or 2 in. sleeping pads or mattresses shall be provided for each child. If pads or mattresses are used, the room temperature at floor level shall be at 68 to 72 degrees. Pads and mattresses shall be fitted with clean, washable, removable covering. Permission of parents or guardians shall be obtained for each child who uses a sleeping pad or mattress placed in the floor; all staff members on night duty shall be awake and in the immediate vicinity of sleeping children; child/staff ratio: 1 adult - 6 or fewer children, 2 adults - 7 to 12 children, and one adult for each additional 12 children or portion thereof.
-Centers do provide overnight care, but state has no way to track this at this time with their computer system.

School Age Programs
-There is a completely different set of regulations specific to the needs of school-agers.

Sick Child Care Programs
-At this time regulations do not allow mildly ill children in care.
-Centers must appeal to care for sick children.

Subsidized Child Care Programs
-Is available; contact Colorado Department of Social Services, Office of Child Care Services: (303) 866-5958.

Programs for Children with Disabilities
-No special regulations for the care of children with disabilities; to comply with ADA, centers will care for children with for them.
-Compliance with ADA in providing services to children involves centers being told they cannot exclude children with disabilities but must evaluate on an individual basis.

National Life Safety Fire Code
-Has not been adopted by each local fire jurisdiction responsible for inspecting the facility.

Child Abuse and Neglect
-Contact each county Department of Social Services.
-All staff are mandated by law to report suspected child abuse.

Local Contact
-No local contact offices; all day care center licensing staff are located at the state office.

Pending Legislation
-None.

CONNECTICUT (CT)

Information
Supplied by: Wesley Bell, Program Supervisor
Department of Public Health
and Addiction Services
150 Washington Street
Hartford, CT 06106
PHONE: (203) 566-2575
FAX: (203) 566-2246

Number and Definition of Regulated Programs
-1,557 licensed centers.
-The number of licensed centers includes nursery schools, preschools, prekindergartens, and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 2 years; license fee is $200.
-Fire safety inspection required annually; building code and zoning inspection required initially; health inspection required every 2 years.
-No general or professional liability insurance required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. (usable footage). Programs licensed prior to January 1, 1986, will maintain the requirement for 30 square feet per child.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool (over age 3) - 1:10; schoolage - 1:10; mixed age groups - 1:4.
-One staff member who is trained in first aid must be on the premises at all times.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaint Procedure
-Policies that require immediate closing of a center are based on individual cases.
-Length of time center has to come into compliance is not specified in law.
-Resource and referral agencies notified when a center is closed.
-All complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age for center director and lead/head teacher is 20.

-Requirements for temporary substitutes are the same as those for regular center staff.
-State complies with the ADA in staff hiring.

Staff Prescreening
-Medical examination required for center staff; TB skin test required; criminal records background check required.
-Fingerprinting, child abuse clearance, chest x-ray, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening allowed.

Staff Training
-Preservice education and specific experience required for center directors and lead/head teachers; no requirements for assistant teachers, teacher aides, or the kitchen staff.
-Dietician must be R.D.
-Annual in-service training required - 1% of total hours worked.
-No special training required for infant care, care of children with disabilities.

Child Documentation Policy
-The operator of a center must be responsible for maintaining records on each enrolled child which must be kept current and be available at the center.

Child Immunization Policy
-State statutes required all enrolled children to be immunized; including the HIB immunization; except for religious exemptions and medical contra-indications.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines follow the Public Health Code.
-Child/staff ratio not affected.
-PHC does not cover issue of staff having Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants.
-There are centers which provide care to "infants only" defined age is under 3.
-Number of "infant only" centers in the state not provided.

Overnight Care Programs
-Special regulations for overnight care.
-2 centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Randall Wong, Dept. of Social Services, (203) 424-5325.

Programs for Children with Disabilities
-No separate regulations.
-State complies with the ADA in providing services to children.

National Life Safety Fire Code
-State uses the complete code.

Child Abuse and Neglect
-Contact DCF: 1-800-842-2288.

Local Contact
-3 locations within the state.

Pending Legislation
-Civil Penalties for Licensing Violations.
-Requirement for physical examination for children waived for religious beliefs.
-Authorization for the program to administer specified non prescription topical medication with parent's signature. A doctor's signature would not be required for the administration of these non prescription topical medications.
-Training required for staff who administer medication to children.
-Technical changes are required by Connecticut State Statutes.
-Child and staff need medical statements that document the presence or absence of any medical or emotional illness or disorder that would currently pose a risk to children in care or would currently interfere with effective functioning as an employee in a child day care center.
-Advanced practice registered nurse or physician assistant may sign a medical statement for an employee of center or group home.

DELAWARE (DE)

Information
Supplied by: Pauline D. Koch, Administrator
DSCYF, Office of Child Care Licensing
Youth and Family Center
1825 Faulkland Road
Wilmington, DE 19806
PHONE: (302) 633-2700
FAX: (302) 633-2652

Number and Definition of Regulated Programs

-220 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated programs which operate more than 4 hours per day are included; those which operate less than 4 hours and choose to be licensed are also included.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety and Public Health inspections required annually; building code inspection required once, prior to opening.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft. per child for the maximum number of children who will use the playground at any one time; play area must be large enough to accommodate at least 1/4 of the licensed capacity at any time.
-Staff/child ratios: infants - 1:4; 12 to 24 months - 1:7; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 years - 1:15; 5 years and up - 1:25; mixed age groups - for children under 24 months of age, the ratio shall be that for the age of the youngest child in the group; for mixed age groups with children over 24 months of age, the ratio shall be that required for the age group with the largest number of children present in the group.
-A staff person certified in first aid and a staff person certified in CPR for infants and children must be present at the center at all times during the hours of operation.

Unannounced Inspection Policy

-Unannounced inspections occur primarily when a complaint is received or when a facility shows a pattern/history of non-compliance.

Complaint Procedure

-Immediate closing of a center is required if it is determined that the children are in imminent danger.

-Policies for closings and warnings depend on the nature of the complaint.
-Length of time center has to come into compliance depends on the nature of the noncompliance.
-When a center is closed, resource and referral agencies are notified by telephone in order to establish a procedure for helping parents to locate alternative child care arrangements.
-When a complaint is registered against a center, the complaint must be responded to within 10 working days followed by a written report within 30 working days.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 18 years; an assistant caregiver must be at least 16 years of age and work under the observation and supervision of a caregiver or Program Director.
-Compliance with ADA in staff hiring is unmeasurable at this point.

Staff Prescreening
-Center staff required to be prescreened by TB skin test, chest x-ray (if test is positive to TB) and medical examination; criminal records background check is required of new employees effective 1-1-94.
-Child abuse clearance, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-At least 2 character references are required.
-A center shall have substitute staff, including documentation of qualifications; if a substitute is used for two months continuously or longer, the person shall be fully qualified for the position.

Staff Training
-Preservice education and/or experience required for center program directors, caregivers, assistant caregivers, and kitchen staff.
-15 hours annual in-service training required for center staff.
-Special training required for care of children with disabilities and sick child care; no special training required for infant or drop in care.

Child Documentation Policy
-The center shall make every effort to ensure that admission procedures involve a meeting with the parents(s) to secure necessary information.

Child Immunization Policy
-Enrolled children are required to be up to date with immunizations - including HIB immunization - prior to entrance and on a regular basis after.

Discipline Policy
-Corporal punishment is not permitted; only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-direction, self-esteem and cooperation may be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines for swimming pools not specified.
-Child/staff ratio not affected.
-Staff must be certified for water safety or have senior lifesaving certificate; staff also required to have Red Cross lifesaving training.

Transportation
-Regulations concerning the transportation of children exist.

Infant Care Programs
-There are specific requirements which pertain to infants, including age-appropriate activities, feeding, sleeping, diaper changing, etc.
-No centers provide care to "infants only."

Overnight Care Programs
-There are separate regulations for night care.
-No centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Norvella J. Brown, DES, DE State Hospital, 1901 N. DuPont Highway, CT Building, New Castle, DE 19720: (302) 577-4447.

Programs for Children with Disabilities
-Separate regulations about caring for children with disabilities exist; mainstreaming is permitted and encouraged when possible.
-State complies with ADA in providing services to children.

National Life Safety Fire Code
-The entire code is used; throughout the code day care centers are mentioned and the Fire Marshal applies to code as necessary.

Child Abuse and Neglect
-Call 1-800-292-9582 or 1-302-633-2700.

Local Contact
-One office in New Castle County and one office in Dover (serving Lower New Castle, Kent and Sussex County).

Pending Legislation
-None

DISTRICT OF COLUMBIA (DC)

Information
Supplied by: James R. Murphy, Administrator
Service Facility Regulation Administration
Department of Consumer & Regulatory Affairs
614 H Street, NW
Washington, DC 20001
PHONE: (202) 727-7190
FAX: (202) 727-7780

Number and Definition of Regulated Programs

-358 licensed centers.
-Nursery schools not regulated separately; prekindergartens and religiously affiliated centers are included in this number.

Requirements

-License required; preapproval inspection required.
-License renewed annually; fee required.
-Fire safety inspections required annually; building code and lead inspections required initially.
-General and professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 45 sq. ft. for infants, 35 sq. ft. for others; outdoor - 60 sq. ft.
-Group size and child-adult ratio: In programs where children are grouped according to age the child/adult ratio must be as follows:

2 yrs.- 2 yrs. 6 mos.	= 4:1,	Group Size - 8
2 yrs. 6 mos.- 3 yrs.	= 8:1,	Group Size - 16
4 yrs.	= 10:1,	Group Size - 20
5 yrs.	= 15:1,	Group Size - 25
6 yrs. - 14 yrs.	= 15:1,	Group Size - 30

When children of different ages are place in one group, the ratio shall be adjusted, so as to protect the welfare of the younger children in the group.

Unannounced Inspection Policy

-Renewal inspections and complaint investigations are unannounced.

Complaint Procedure

-Unlicensed activities and case-by-case determinations require immediate closing of day care centers.
-For violations that are not serious in nature or magnitude where there is no eminent danger to the health, safety or welfare of the infants or children, warnings will be issued; centers will be given from 24 hours to 30 days to come into compliance.

-No formal procedure not notifying resource and referral agencies when a center is closed; listings of licensed centers are issued on a monthly basis.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for all staff is 18 years.

Staff Prescreening
-Medical examination is required with the results of TB skin testing and syphilis testing, chest x-ray when applicable; no requirement for fingerprinting, child abuse clearance, AIDS test or drug and alcohol test.
-Condition hiring not allowed prior to results of prescreening.
-Three written references from non related persons is required.
-Substitutes are required to have an annual physical.

Staff Training
-Preservice educational and/or experience required for center directors, head/lead teachers, assistant teachers, aides, dieticians and kitchen staff, and school bus drivers.
-In-service training required as needed.
-No special training required for infant care, care of children with disabilities, sick child care or drop in care.
-Preservice requirement for standard first aid.

Child Documentation Policy
-Center must have a file for each enrolled child: social history, current health certificate, registration, authorization for medical treatment, emergency contact persons, daily attendance.

Child Immunization Policy
-All enrolled children must be immunized.

Discipline Policy
-Corporal punishment is not allowed.

Emergency Medical Consent Policy
-The parent shall submit to the director on an approved form the authorization for emergency medical treatment for the infant or child; forms do not have to be notarized.

Swimming Pool Policy
-No information available.

Transportation Policy
-Driver must be properly licensed; also specified vehicle requirements.

Infant Care Programs
-No separate regulations.
-No information available on "infant only" centers.

Overnight Care Programs
-No information available.

School Age Care Programs
-No separate regulations.

Sick Child Care Programs
-Not regulated; day care regulations do not permit care of "sick" children.

Subsidized Child Care Programs
-Is available; contact DHS, 609 H Street, NE, Washington, DC 20002; (202) 727-0284.

Programs for Children with Disabilities
-No separate regulations; program statement of center must address this; in compliance with ADA.

National Life Safety Fire Code
-Contact DC Fire Department, (202) 673-3250.

Child Abuse and Neglect
-Abuse: Metropolitan Police Department, (202) 576-6762; Neglect: DHS, (202) 727-0995.

Local Contact
-DCRA, (202) 727-7226.

Pending Legislation
-Pending legislation regarding the following: parents are permitted access to children at all times; staff required to have on-going continual education; and other changes in requirements.

FLORIDA (FL)

Information
Supplied by: Larry Pintacuda, Chief
Child Care and Prevention Services
DHRS - C & F Program Office
2811-A Industrial Plaza Drive
Tallahassee, FL 32301
PHONE: (904) 488-4900
FAX: (904) 488-9584

Number and Definition of Regulated Programs
-5,668 licensed centers.
-Number reflects county licensed and state licensed facilities; those programs not requiring licensure such as those exempt in public and non-public schools or religiously exempt not included.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; Licensing fees: $25 up to 25 children, $1 per additional child to a maximum of $100 for 100 or more children; fees are deposited into state treasury as General Revenue/Unallocated.
-Fire safety inspection required annually.
-No requirement for general or professional liability insurance.

Regulations
-Space requirements per child: indoor - 35 sq. ft; outdoor - 45 sq. ft.
-Staff/child ratios: infants to 1 year - 1:4; 1 - 2 years - 1:6; 2 - 3 years - 1:11; 3 - 4 years - 1:15; 4 - 5 years - 1:20; school age - 1:25; in groups of mixed ranges where infants under 1 year are included, 1 staff member for not more than 6 children of any age group; where infants not included, staff ratio is based on age of majority of children in group.
-If children are present, at least one staff person certified in pediatric CPR shall be in the facility.

Unannounced Inspection Policy
-Yes, three of four quarterly visits during the licensure year are unannounced; announced visit is usually for the purpose of reading record, interviewing appointments, or renewal.

Complaint Procedure
-The local licensing agency may suspend or revoke a license or impose an administrative fine not to exceed $100 per violation, per day, for any violation of regulations, depending upon severity and previous violations. However, where a violation does or could cause death or serious harm, an administrative fine not to exceed $500 per day per violation may be imposed.

-How long a center has to come into compliance depends upon the severity.
-Resource and referral agencies notified of closings via Child Care Licensing Data Reports.
-When a complaint is lodged against a center, the complaint is investigated by a Children and Families Licensing Counselor, or a Protective Services Investigator, if appropriate, and the center is notified in writing.

Staff Qualifications
-No state recommended salary schedule for center staff.
-No person under the age of 21 can operate a child care facility and no person under the age of 16 can be employed at such a facility unless such person is under direct supervision.
-The Florida Children's Forum provides technical assistance to child care programs and staff regarding ADA requirements. They may be reached at 1-800-423-6786 in Florida or (904) 656-2272.

Staff Prescreening
-Child abuse clearance for center staff required annually; finger printing, TB skin test, criminal records background check required once.
-Chest X-Ray, AIDS, HIB and measles immunizations, and drug and alcohol test not required.
-Employment history and character reference checks required.
-Conditional hiring prior to results of prescreening is allowed for probationary period.
-Substitutes must meet the requirements of the position they are filling.
-Written references are required.

Staff Training
-No specific preservice educational and/or experience requirements for directors, lead/head teachers, assistant teachers, or aides except that all child care personnel must take an approved 30 clock hour introductory course in child care;
-Child Development Associate (CDA) credential or approved equivalency required for personnel on a ratio of one CDA per 20 children; effective July, 1995.
-All child care center staff required to participate in 8 hours of in-service training annually.
-No special training required for infant care, care of children with disabilities, sick child care or drop in care.

Child Documentation Policy
-Enrollment form required.

Child Immunization Policy
-Florida immunization and health certificate required within 30 days of placement, unless child has a religious exemption or temporary medical exemption signed by a licensed physician; emergency information, periodic health examinations and immunizations (including HIB), and attendance records required.

Discipline Policy
-No form of corporal punishment may be used.
-Children shall not be subjected to discipline which is severe, humiliating or frightening.
-Discipline shall not be associated with food, rest or toileting.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Swimming pools must be constructed and operated according to 10D-5, F.A.C., one person with Advanced Life Saving Certificate (ALS) or equivalent unless certified lifeguard present.
-Child/staff ratio affected: Additional staff person on premises at all times; also applies to center sponsored field trips.
-Staff not required to have Red Cross lifesaving training. Provider of training as required above not specified by statute or administrative code.

Transportation Policy
-Requirements for child restraints or seat belts in vehicles used by child care facilities to transport children; requirements for annual inspections of the vehicles, and limitations on the number of children in the vehicles. A Commercial Driver's License (CDL) required for the transportation of children to or from preschool or any school-sponsored activities, when the vehicle utilized is designed to carry more than 16 persons including the driver.

Infant Care Programs
-No separate infant regulations except diapering requirements.
-Specific data not available for center care for "infants only."

Overnight Care Programs
-Night time care is less than 24 hours.
-Approval required by licensing authority prior to providing night time care; one staff awake all night; meals must be served when child has not received evening meal prior to arrival or is in attendance through breakfast; sleeping area must have minimum of 20 square feet of floor space per child; minimum of 18" between cots or beds; separate bed or cot for each child with own linens; children of opposite sex over the age of 6 shall not sleep in same room without adult supervision.
-There are 172 centers which provide nighttime care.

School Age Care Programs
-Some exemptions and special requirements.

Sick Child Care Programs
-Mildly ill child care program not regulated by HRS Child Care Licensure.

Subsidized Child Care Programs
-Is available; contact FL DHRS, Children and Families Program, 2811-A Industrial Plaza Drive, Tallahassee, FL 32301 (904) 488-4900.

Programs for Children with Disabilities
-Special regulations regarding staff/child ratio and continuity of services. Mainstreaming not required; but supported.
-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code
-Has been adopted; the state Fire Marshall has adopted Section 101 of the National Fire Protection Association (NFPA) Life Safety Code, 1985, for application in child care facilities.

Child Abuse and Neglect
-"Child Abuse Hotline": Call 1-800-962-2873 or (904) 487-4332.

Local Contact
-There are 15 HRS District Offices and 11 local licensing agencies.

Pending Legislation
-None.

GEORGIA (GA)

Information
Supplied by: Marsha Gates
Department of Human Resources
Child Care Licensing Section
2 Peachtree St., NW, 20th Floor
Atlanta, GA 30303-3167
PHONE: (404) 657-5577
FAX: (404) 657-8936

Number and Definition of Regulated Programs
-2,080 licensed centers.
-Nursery schools and prekindergartens are not included in this number; religiously affiliated centers are; programs operated by state entities exempt, as are 7 hour summer day camps for school age children.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Building code inspection and sewage, water and fire inspections required once (upon opening); subsequent fire safety inspection requirements vary from county to county.
-No general liability or professional liability insurance required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 100 sq. ft.
-Staff/child ratios: infants - 1:6; walking one year olds - 1:8; two year olds - 1:10; three year olds - 1:15; four year olds - 1:18; five year olds - 1:20; school- age - 1:25; mixed age groups - age of youngest child if 20% or more in group.
-50% of current staff required to have current first aid and CPR training.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaint Procedure
-All complaints investigated; abuse complaints done jointly with protective services staff.
-Center with good history not cited previously for violation related to complaint would be asked to submit plan of correction.
-Center usually has no longer than 30 days to come into compliance.
-No routine policy for notifying resource and referral agencies if center is closed; R and R's are notified if they request it.
-When complaints are registered against a center, results are disclosed if requested; exception - abuse complaints are confidential, except that they may be disclosed to specific persons as defined by law.

-Other remedies available: civil penalty of up to $500 per day of violation, revocation of license, restriction of license, denial of application, public reprimand, emergency suspension; placement of an emergency monitor in facility for 10 days; restraining orders.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirements for working in a center: administrator - 21 years; staff - 18 years; aides - 16 years.
-Compliance with ADA in staff hiring not specifically addressed, although rules require staff to be fit to perform job. Referrals are made to appropriate resource agencies regarding specific issues.

Staff Prescreening

-Only directors required to be prescreened by fingerprinting; center staff required to be prescreened by criminal records background check for state crimes upon employment.
-Child abuse clearance, TB skin test, chest x-ray, medical exam, AIDS, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring of staff (not director) is allowed until results of prescreening are received.
-No written references required.
-Temporary substitutes used on a routine basis must meet minimum qualifications and have a criminal background check.

Staff Training

-Preservice education or experience required for center directors, lead/head teachers. Orientation required for new staff.
-10 hours annual in-service training required for center staff related to job assignment. New staff must have specific training in abuse reporting, health related topics (disease control, illness detection, injury control, etc.)
-No specific training required for infant care, care of children with disabilities, sick child care, or drop in care except that training must be related to job assignment.
-Meeting the first aid and CPR requirements does not count toward annual 10 hours of training for at least 50% of center staff.

Child Documentation Policy

-Basic information required about child upon enrollment - identifying information, emergency authorization and contact, doctor's information, release statement, statement regarding health, allergies, etc.

Child Immunization Policy

-Enrolled children required to be immunized within 30 days; exceptions to the policy exist.
-State law requires children in group care settings to have HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Pools must be inaccessible to children when not in use; must meet acceptable health standards.
-Child/staff ratio affected as follows: Children less than two and a half years 1:2; children two and a half - four years 1:5; children four years who cannot swim 15 yards unassisted 1:6; all others 1:15.
-Staff is required to have lifesaving training offered by a recognized agency for water safety instruction when the water is more than 2 feet deep.

Transportation Policy
-Regulations concerning the transportation of children are specified in the rules.

Infant Care Programs
-Separate sections within the rules which address infant care.
-Centers do provide care to "infants only," defined as less than one year old or children under 18 months who are not walking.
-Only one "infants only" center in the state.

Overnight Care Programs
-Special regulations involving overnight care include: Separate changing areas for children of opposite sex, 8 years and older; sleeping equipment must be provided.
-Approximately 14 centers offer overnight care.

School Age Care Programs
-Regulations applicable to programs serving only children 5 years and older are specifically designated in the rules.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Contact: Division of Family and Children Services, Family Support Unit #2 Peachtree Street, NW, 12th Floor, Atlanta, GA 30303.

Programs for Children with Disabilities
-No separate regulations; center must negotiate an agreement with parent regarding specific needs of child upon enrollment.
-Compliance with ADA in providing services to children not specifically addressed; referrals made to appropriate resource agencies regarding specific issues.

National Life Safety Fire Code
-Has been adopted; enforced by the State Fire Marshall's office.

Child Abuse and Neglect
-Reported to Division of Family and Children Services.

Local Contact
-Child Care Licensing Offices:
-217 W. Oglethrope Blvd. Room 264, Albany, GA 31701, (912) 430-4302
-P.O. Box 327, Americus, GA 31709 (912) 931-2513
-330 Research Drive, Suite A 100, Athens, GA 30605, (706) 542-1241
-2 Peachtree St., NW, Rm. 20.102, Atlanta, GA 30303, (404) 657-5562
-P.O. Box 12435, Columbus, GA 31995 (706) 569-3117
-332 Washington St., NW, Suite 305, Gainesville, GA 30501, (404) 535-5475
-P.O. Box 398 Hazelhurst, GA 31539, (912) 375-3666
-3312 Northside Drive, Bldg. D, Suite 234, Macon, GA 31210, (912) 471-5722
-3728 Washington Road, Martinez, GA 30907, (706) 855-3455
-P.O.Box 440, Portal, GA 30450, (912) 865-2300
-1305 Redmond CR.,NW,Bldg.614, Rome, GA 30161, (706) 295-6199
-P.O. Box 8163, Savannah, GA 31412, (912) 651-2276
-P.O. Box 1906, Tifton, GA 31793, (912) 386-7155
-P.O. Box 1024, Valdosta, GA 31603, (912) 245-6580
-P.O. Box 1334, Waycross, GA 31501, (912) 285-6017

Pending Legislation
-None.

HAWAII (HI) **

Information
Supplied by: Carol Chang
Child Care Program Administrator
Department of Human Services
P.O. Box 339
Honolulu, HI 96809
PHONE: (808) 586-5770
FAX: (808) 586-5180

Number and Definition of Regulated Programs
-897 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in this number.

Requirements
-License required; licensing required except in select situations; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety and sanitation inspections required annually; building code required at initial license.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 720 sq. ft. for 6 children plus 70 sq. ft. per child thereafter (up to 10); 1065 sq. ft. for 11 children plus 65 sq. ft. per child thereafter (up to 30); 2360 sq. ft. for 31 children plus 60 sq.ft. thereafter (up to 50); 3555 sq. ft. for 51 children plus 55 sq.ft. thereafter through 100; 6295 sq. ft. for 101 children plus 45 sq. ft. thereafter.
-Staff child ratios: infants - 1:3; toddlers - 1:4; 2 year olds 1:8; 3 year olds - 1:12; 4 year olds 1:16; schoolage - 1:20; mixed age group - age of youngest child.
-A first aid trained staff is required during operational hours.

Unannounced Inspection Policy
-Take place when a complaint is filed.

Complaint Procedure
-Policies for immediate closing of a center exist; policies on non-health and safety require a written corrective action plan.
-Center has up to 6 months to come into compliance; time varies depending on violation.
-Resource and referral agencies notified when a center is closed.
-Public reports complaints directly to the licensing staff.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age for working in a center is 18, except for aides (16).

-Compliance with ADA in staff hiring is done to the extent possible.

Staff Prescreening
-Fingerprinting, child abuse clearance, and medical examinations are required at initial employment; criminal records background check is required at initial employment by the FBI and is required annually by the state; TB skin test or chest x-ray required every 2 years.
-AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening is allowed for an indefinite period of time.
-Two written references from former employers are required.
-Temporary substitutes must be at least 18 years old and must participate in orientations program of the facility.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-No annual in-service training required.
-Special training required for infant care and care of children with disabilities; no special training required for sick child care.

Child Documentation Policy
-Center is required to keep information and records on each child.

Child Immunization Policy
-Enrolled children must be immunized, including HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-State does have guidelines for swimming pools - exact details not provided.
-Child/staff ratios are the same as required during regular program.
-Certified lifeguard shall be on duty at all times for water/swimming activities.

Transportation Policy
-None.

Infant Care Programs
-Separate regulations ex[illegible].
-There are centers that provide care to "infants only," defined as 6 weeks to 36 months.
-There are 21 "infant only" centers in the state.

Overnight Care Programs
-Special regulations for overnight care include: consultation with parents, after which special attention given by caregiver to provide for transition into night care; selection of toys for quiet activates made available; comfortable beds or cots, bedding, and night clothes available or supplied by parents; beds placed 3 feet apart; staff available to assist children during eating, pre-bedtime hours, and morning dressing; during sleep hours, staff within listening distance to provide for needs or respond to emergency; child must not sleep in building detached from main facility; night care facilities include at least one shower, bathtub, or bathing facility for the children.
-No centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Is available; contact DHS - Oahu: (808) 586-7090, Hawaii: (808) 933-4089, Maui: (808) 243-5467, Kauai: (808) 245-3461.

Programs for Children with Disabilities
-Separate regulations for caring for children with disabilities in each type of licensed facility.
-Compliance with ADA in providing services to children is done to the extent possible.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact DHS (see above).

Local Contact
-OAHU
Child Care Program Office
1001 Bishop St., Pacific Tower, Suite 900, Honolulu, HI 96813
(808) 586-5770
Child care Licensing & Children's Services Unit I
677 Queen ST., 4th Floor Honolulu, HI 96813
(80) 587-5250
Child Care Licensing & Children Services Unit II
1008 California, Bldg. A-102, Wahiawa, HI 96786
(808) 622-7111
-KAUAI
Child Care Licensing & Children's Services Unit
Dynasty Court, 4473 Pahee St., Suite G, Lihue, HI 96766
(808) 245-3461

-HAWAII
East Hawaii
Child Care Licensing & Children's Services Unit
Prince Kuhio Plaza, 111 East Puainako St., #A-105, Hilo, HI 96720
(808) 959-0669
West Hawaii
Child Care Licensing & Children's Unit
Frame Ten Bldg, 75586 Olio Rd, Rm 2004, Kailua-Kona, HI 96740
(808) 334-0722
-MAUI
Child Care Licensing & Children's services Unit
270 Waiehu Beach Rd, Ste 107, Wailuku, HI 96793 (808) 242-8418

Pending Legislation
-None.

** Information not reverified.

IDAHO (ID)

Information
Supplied by: Roseanne Hardin
Deputy Administrator
Department of Health and Welfare
450 West State St.
Boise, ID 83720
PHONE: (208) 334-5700
FAX: (208) 334-6699

Number and Definition of Regulated Programs
-1,600 licensed centers.
-Nursery/preschools are not licensed separately, but are not included in the number of centers.
-Religiously affiliated centers are licensed.

Requirements
-License required; fire and health preapproval inspection required.
-Licenses renewed every 2 years; maximum fee for licensing is $100 ($40 for fingerprints; health/sanitation and fire inspection are the remainder).
-Separate inspections required every 2 years or on complaint by the Fire and Sanitation Departments.
-General or professional liability insurance not required.

Regulations
-No space requirements.
-No specified staff/child ratios.

Unannounced Inspection Policy
-No unannounced center monitoring visits.

Complaint Procedure
-Immediate closing of center required if meets temporary restraining order or dire conditions.
-Dangers determine if only a warning is required, and the length of time a center has to come into compliance.
-Resource and referral agencies not notified is a center is closed.
-Complaints registered against centers are investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.
-No minimum age requirement for working in a center.
-Compliance with ADA in staff hiring is unknown.

Staff Prescreening
-Staff required to be prescreening by fingerprinting (once if continuous employment) and criminal records background check.
-Child abuse clearance, TB skin test, chest x-ray, medical examination, HIB and measles immunizations, AIDS test, and drug

and alcohol tests, are not required (There are no staff medical requirements).
-Conditional hiring allowed prior to results of prescreening is allowed with a self-declaration.
-No written references required.
-No state policy regarding the use of temporary substitutes.

Staff Training
-No preservice education and or experience is required for center directors, lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Staff required to participate in 4 hours annual in-service training.
-No special training is required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid is not a separate preservice and/or in-service training requirement.

Child Documentation Policy
-No specific state guidelines for child enrollment.

Child Immunization Policy
-Parent/Guardian must present proof of child immunizations within 14 days of child's enrollment; exemptions to the policy exist.
-No information provided regarding HIB immunization for enrolled children.

Discipline Policy
-No discipline policy regarding corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Swimming Pool Policy
-No guidelines regarding swimming pools, child/staff ratios, or Red Cross lifesaving training requirements for staff.

Transportation
-No regulations concerning the transportation of children.

Infant Care Programs
-No separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care.
-Centers do provide overnight care; exact number unknown.

School Age Care Programs
-No separate regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations for caring for sick children.

Subsidized Child Care Programs
-Information not available.

Programs for Children with Disabilities
-No separate regulations for caring for special needs children.
-Compliance with ADA in providing services to children unknown.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact local Health and Welfare Offices.

Local Contact
-Region I
Region I H&W, FACS, 1250 Ironwood, Suite 100
Coeur d' Alene 83814, (208) 769-1515 FAX (208) 769-1473
1-800-548-7961
-Region II
Community Action Agency, 124 New 6th St.
Lewiston 83501, (208) 746-3351 FAX (208) 746-5456
-Region III
Western Idaho Community Action Agency, 315 B South Main
P.O. Box 608, Payette 83661, (208) 642-9086 FAX (208) 642-9201
-Region IV
Child Care Connections, 950 N. Cole Rd. (83704), P.O. Box 6756
Boise 83707, (208) 322-4453 X248 FAX (208) 322-3322
-Region V
South Central Community Action Agency, 726 Shoshone St. W. (83301)
P.O. Box 531, Twin Falls 83303, (208) 733-9351 FAX (208) 733-9355
1-800-627-1733
-Region VI
South Eastern Idaho Community Action Agency, 650 North 7th (83201)
P.O. Box 940, Pocatello 83204, (208) 2332-1141, FAX (208) 234-4429
1-800-453-9816
-Region VII
Human Services Center, P.O. Box 3310, 3100 Rollandet, Idaho Falls
83403, (208) 524-0997, FAX (208) 524-0998, 1-800-464-0997

Pending Legislation
-None.

ILLINOIS (IL) **

Information
Supplied by: Carol Borders, Licensing Specialist
DCFS - Office of Licensing
406 East Monroe
Springfield, IL 62701
PHONE: (217) 785-2688
FAX: (217) 524-0014

Definition and Number of Regulated Programs

-2,488 licensed day care centers.
-Nursery schools, prekindergartens, and religiously affiliated centers not exempt from licensure, are included in this number; IL exempts from licensure programs operated by public or private (including religious) school systems serving children who have attained the age of 3; there are no provisions to exempt any programs serving children under age 3.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no license fee.
-Fire safety inspection required annually; Health inspection required every 2 years.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirement per child: indoor - 55 sq. ft. for infants and toddlers; 35 sq. ft. per child; outdoor - 75 sq. ft.; outdoor space must accommodate 25% of enrollment.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; two year olds - 1:8; preschool - 1:10; school- age - 1:20; mixed age groups - must have ratio required for lowest age child.
-During hours of operation at least one staff member certified in CPR/first aid, the Heimlich maneuver must be present.

Unannounced Inspection Policy

-A minimum of one unannounced annual visit; all complaint investigations are unannounced, as are follow-up visits.

Complaint Procedure

-Law authorizes immediate closing of a center required when health, safety, welfare or morals of children are in jeopardy.
-Length of time center has to come into compliance depends upon seriousness of violation and impact upon care.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for other center staff - 19.
-Compliance with ADA in staff hiring: Current rule does not prohibit hiring of specially abled if physical and mental health do not interfere with child care responsibility. Rule Language Provisions will address compliance with ADA.

Staff Prescreening

-Center staff required to be prescreened by child abuse clearance, criminal records background information check, TB skin test, chest x-ray (in cases of positive skin test), and medical examination.
-AIDS, HIB and measles immunizations, drug and alcohol tests are not required.
-Plans to implement fingerprinting in 1995.
-Conditional hiring prior to results of prescreening is allowed; policy established by facility, but hiring criteria must be met.
-3 character references required.
-Substitutes shall have same qualifications of staff for whom they substitute.

Staff Training

-Preservice education and/or experience required for center director, lead/head teachers, assistant teachers (amount required depends on position; courses required depend on age and number of children in care); dietician and kitchen staff shall have the same perso qualifications as required of other staff.
-15 hours an l in-service training required for center staff.
-Special trai ng required for care of children with disabilities; no special training required for infant care (except for requirement for nurse/consultant), sick child care, or drop in care.

Child Documentation Policy

-Centers must maintain record file on each enrolled child.

Child Immunization Policy

-All enrolled children must be immunized, including HIB immunization; exemptions allowed on religious grounds or clinical reasons.

Discipline Policy

-Center staff shall use disciplinary measures designed and carried out in such a way as to help individual children develop self control and to assume responsibility for their own acts. No child shall be subjected, under any circumstances, to corporal punishment inflicted upon the body or to verbal abuse, or be deprived of regularly scheduled meals or any part of meals as punishment, or punished for toilet accidents.

Emergency Medical Consent Policy
-Standards require parent(s) to provide name, address and telephone number of physician and names of other persons to contact if the parent(s) are not available in an emergency situation. Forms do not have to be notarized.

Swimming Pool Policy
-Guidelines must meet requirements of the IL DPH.
-Child/staff ratios are affected: Infant/Toddler (1-1); 2 yr olds (4-1); 3 yr olds (6-1); 4 yr olds (8-1); 5 yr olds (10-1); and school-age (15-1).
-At least one staff member must have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Separate section in standards exist for centers which service infants.
-There are centers providing care to "infants only," defined as 6 weeks to 2 years.
-The number of "infant only" centers in the state is unavailable.

Overnight Care Programs
-There are special regulations for overnight care: Section of rule addresses specifics for night care.
-Number of centers providing overnight care is unavailable. Facilities are generally associated with employment related day care - Hospitals/or other employers requiring shift schedules.

School Age Programs
-Separate section in standards exist for before and after school programs.

Sick Child Care Programs
-Separate regulations for caring for sick children do not exist.

Subsidized Child Care Programs
-Is available; contact Department of Children and Family Services, 406 East Monroe, Springfield, IL, 62701: (217) 785-9206.

Programs for Children with Disabilities
-Separate section in standards exist in caring for children with disabilities; mainstreaming of children with disabilities is encouraged.
-Compliance with ADA in providing services to children: Services are addressed in Special Needs Section of Rule.
-Developing Rule Language to ensure compliance with ADA.

National Life Safety Fire Code
-Has been adopted; state fire marshall's office implemented NFPA's 1991 Life Safety Code.

Child Abuse and Neglect
-Call 1-800-252-2873.

Local Contact
-There are 4 regional offices within the state.

Pending Legislation
-No significant legislation is planned; however, a day care committee is currently reviewing the standards for possible revision by the end of 1995.

** Information not reverified.

INDIANA (IN)

Information
Supplied by: James Hmurovich, Director
Division of Family and Children
402 West Washington St. - 3rd Floor
Indianapolis, IN 46204
PHONE: (317) 232-4442
FAX: (317) 232-4468

Number and Definition of Regulated Programs
-**640** licensed centers.
-Private or public school programs; day care religious ministries are registered.
-Nursery schools, prekindergartens and religiously affiliated centers are **not** included in this number.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every two years; a license fee of $2.00 per child is required.
-Fire safety and Health inspections required annually; building code inspection required once by State - local inspections vary.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft. (excludes kitchen, hallways and bathrooms); outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 year olds - 1:5; 3 year olds - 1:10; 4 year olds - 1:12; 5 year olds - 1:15; 6 year olds and up - 1:20.
-At least one adult on the premises whenever children are present must be trained in pediatric CPR.

Unannounced Inspection Policy
-Approximately 3 times per year (licensing inspections and complaints).

Complaint Procedure
-If children are at risk or in imminent danger, immediate closing of center is required.
-Policies that require only a warning exist; probationary licenses may be issued.
-Length of time center has to come into compliance depends on severity of non-compliance.
-Resource and referral agencies not notified if a center is closed.
-Complaints registered against a center are responded to; the staff person assigned a complaint has 10 days to file written response for the center file.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18 and age 21 for infants.
-Compliance with ADA in staff hiring is required under federal law. All centers expected to comply.

Staff Prescreening

-TB skin test required within 3 months prior to employment and annually thereafter for all persons having direct contact with children required; if TB test is positive, chest x-ray is mandatory; criminal records background check, and child abuse clearance required.
-Fingerprinting, medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening not allowed.
-No written references required; each center has their own requirements.
-A responsible adult age 18 or over must always be readily available to substitute for a regularly assigned staff member in charge of a unit of children.

Staff Training

-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-At least 12 hours of annual in-service training required for center staff.
-All employees providing direct care to children must have training in basic first aid within three months of employment and at least every three years thereafter.
-All staff members who have direct contact with infants and toddlers must have current training in first-aid procedures, particularly control of bleeding, treatment for shock, artificial respiration, poisoning, choking and seizures, prior to giving care; no special training required for special needs care, sick child care, or drop in care.

Child Documentation Policy

-Center must keep adequate social and progress records, as well as identifying information, on each child in care.

Child Immunization Policy

-Enrolled children must be immunized, including HIB immunization, unless a specific immunization is a danger to the health of the child.

Discipline Policy

-The director must not use, nor permit any person to use, corporal or other cruel, harsh or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child may ever be shaken, hit, or spanked.

Emergency Medical Consent Policy
-Written consent require, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines include that the pool be maintained according to state health regulations; written parental permission; pool must be fenced; locked gate; and two flotation devices.
-Child/staff ratios are affected; must be 2 times regular ratio.
-Staff required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-Special regulations include additional state fire marshall requirements.
-6 centers provide overnight care.

School Age Care Programs
-Specific regulations for school age children in attendance at a licensed center.

Sick Child Care Programs
-Specific regulations for care of children who become ill at a center exist.

Subsidized Child Care Programs
-Is available; contact IN Division of Family and Children, Bureau of Child Development, 402 West Washington St., 3rd floor, Indianapolis, IN 46204: (317) 232-2291.

Programs for Children with Disabilities
-No special regulations.
-Compliance with ADA in providing services to children are required under federal law. All centers expected to comply.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Each county has child protection services telephone numbers.

Local Contact
-None.

Pending Legislation
-None.

IOWA (IA)

Information
Supplied by: Barbara A. Bosch
Program Manager
Department of Human Services
Hoover State Office Building, 5th Fl.
Des Moines, IA 50319
PHONE: (515) 281-6074
FAX: (515) 281-4597

Number and Definition of Regulated Programs

-**1,554** licensed centers (includes 695 preschools).
-Number also includes prekindergartens (which are not part of an approved school system) and religiously affiliated centers.
-Preschools licensed separately, but with same regulations.
-Programs operated by an approved public school are under the IA Department of Education; these are the only general exceptions.

Requirements

-License required for anyone who is not registered and caring for 7 or more children; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety inspection required annually; building code and zoning inspection requirements depend on local requirements at the time of opening.
-General liability and/or professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft. (program area only); outdoor - 75 sq. ft. (at any one time); in room with infants with cribs - 40 sq. ft.
-Staff/child ratios: infants - 1:4; 2 year olds - 1:6; 3 year olds - 1:8; 4 year olds - 1:12; 5 to 10 year olds - 1:15; mixed age groups - based on age of youngest child in group.
-Someone must be on premises at all times with current first aid; director must have first aid if center is licensed for more than 20 children.

Unannounced Inspection Policy

-Some consultants do only unannounced inspections; the rest schedule licensing evaluations with one or more unannounced visits each year.

Complaint Procedure

-No policies that require immediate closing of a center; if the children are in immediate danger, can request injunction from County Attorney.
-No specific written definition for policies that only require a warning.

-Length of time center has to come into compliance depends on the specific deficiency.
-Resource and referral agencies not officially notified if a center is closed.
-When a complaint is registered against a center, the responsible day care consultant investigates immediately and sends a written report to the center and keeps one in file; further response depends on result of investigation.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16 if under the supervision of an adult and 18 if alone with children.
-No information available about compliance with ADA.

Staff Prescreening
-Center staff required to be initially prescreened by child abuse clearance and criminal background check, and every 5 years thereafter; medical examination initially and every 3 years.
-Fingerprinting, TB skin test, chest x-ray, AID test, and drug and alcohol tests are not required.
-No information available about measles or HIB immunization requirements for staff.
-Conditional hiring prior to results of prescreening is allowed until forms are returned to center (around 2 weeks).
-No written references required.
-Center should have substitutes who meet requirements on file (if not, temporary substitutes my be used until files are completed).

Staff Training
-Combination of preservice education and experience required for center directors; no requirements for lead/head or assistant, teachers, teacher aides, and the dietician and kitchen staff.
-6 hours annual in-service training required.
-No special training required for infant care, care of children with disabilities, or drop in care; drop in get well centers require an LPN or RN on duty at all times and some specialized training.

Child Documentation Policy
-Children are required to have on file before entering: pre-enrollment physical exam report, immunization record, emergency medical consent form, permission for specific individuals to pick up child, doctor's name, address, and telephone number, and emergency contact person.

Child Immunization Policy
-Enrolled children are required to be immunized.
-No information available about HIB immunization.

Discipline Policy
-Physical punishment, and any punishment that is humiliating, frightening, or connected with food or toilet training, is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but does not have to be notarized, depending on local hospital requirements.

Swimming Pool Policy
-Falls under Department of Public Health.

Transportation Policy
-A second staff member must be present if more than 6 children are being transported.

Infant Care Programs
-Center must report to parents each day on what occurred that day.
-No information available on "infant only" centers.

Overnight Care Programs
-Bathing facilities required, complete bedding and night clothes available.

School Age Care Programs
-Allow for different qualifications for on-site director; otherwise the same.

Sick Child Care Programs
-Separate regulation exist requiring different physical arrangements of facility, RN or LPN, triage procedures, and medical doctor as consultant.

Subsidized Child Care Programs
-Is available; contact Department of Human Services local office.

Programs for Children with Disabilities
-No separate regulations; mainstreaming is not required, but is allowed.
-No information about compliance with ADA.

National Life Safety Fire Code
-Has not adopted; IA has its own code for fire in effect.

Child Abuse and Neglect
-Statewide number: (800) 362-2178; each county has specific numbers.

Local Contact
-Each county has a Department of Human Services Office.

Pending Legislation
-None.

KANSAS (KS) **

Information
Supplied by: Christine Ross-Baze, Director
Child Care Licensing & Registration Section
Dept. of Health and Environment
1095 S.W. 9th St. Mills Bldg. 400 C
Topeka, KS 66612-2217
PHONE: (913) 296-1272
FAX: (913) 296-7025

Definition and Number of Regulated Programs
-1,279 (includes 918 licensed day care centers; 361 preschools).
-Nursery schools, preschools, prekindergartens, religiously affiliated centers and school age programs are included in this number.

Requirements
-License required; preapproval inspection required.
-License reviewed annually; license fee is $15 for license capacity of up to 12 children; 13 or more is a base fee of $35 plus $1 for each child in capacity; fees go to state general fund.
-Fire safety inspection required annually; building code inspection required annually where city requires; sanitation inspection required yearly if using septic system or well water.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft., excluding passage ways, restrooms, kitchens, crib space; outdoor - 75 sq. ft. to accommodate 1/2 of license capacity (min. 750 sq. ft.).
-Staff/child ratios: infants - 1:3; toddlers - 1:5; 2 1/2 to 6 years - 1:10; 3 to 6 years - 1:12; schoolage (K-12) - 1:14; schoolage (6-12) - 1:16; mixed age groups (ages 0-6) - 1:4, maximum of 8 children in one group.

Unannounced Inspection Policy
-Yes, annually and in complaints; compliance checks are conducted following enforcement action.

Complaint Procedure
-Policies that require immediate closing of a center include emergency suspension capability in life endangered situation.
-Length of time center has to come into compliance depends on violation; 5 days for compliance or plan for compliance.
-Resource and referral agencies are notified when the department intends to close a center by enforcement action; monthly lists of active files are now available to R&R's.

-When complaint is registered against a center, the Health Dept. or SRS conduct complaint investigations; reports are sent to DHE; enforcement action is then taken.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirements for center staff: directors and lead teachers - 18; aides - 16; volunteers - 14.
-Compliance with ADA in staff hiring is administered by another agency.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance, criminal records background check, TB skin test or chest x-ray and medical examination.
-Fingerprinting, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening allowed for 1 week.
-Written references required.
-Requirements for temporary substitutes are in regulations.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for dietician and kitchen staff.
-Annual in-service training required for center staff: 10 clock hours for staff; 5 clock hours away from center for directors.
-First aid is a separate preservice and/or in-service training requirement.
-Special training required for infant care and care of children with disabilities; no special training required for drop in care.

Child Documentation Policy
-Health forms are required for each enrolled child.

Child Immunization Policy
-Enrolled children are required to be immunized, including the HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Since forms are required to be acceptable to the hospital that provides emergency treatment, form may have to be notarized; it depends on that hospital's requirement.

Swimming Pool Policy
-Guidelines include: swimming pools with water over 24" deep, wading pools, and hot tubs on the premises must be constructed, maintained, and used to safeguard the lives and health of the children; number and ages of children limited to allow appropriate supervision by adult staff members; legible safety

rules posted in conspicuous location, and read and reviewed weekly by each staff member responsible for the supervision of children; below-ground swimming pools enclosed by fence not less than 5 ft. high; above-ground swimming pools shall be 4 ft. high or enclosed with fence not less than 5 ft. high; steps removed from pool when pool not in use; sensors not used in lieu of fence; pool 6 ft. in width, length, or diameter provided with ring buoy and rope or shepherd's hook of sufficient length; children never permitted to play without supervision near wading pool with water; water in wading pools emptied daily; hot tubs covered with insulated cover secured with straps or locks; children in day care not permitted to use hot tubs; ponds and lakes used only by children over 6 years of age, and must be approved for swimming by county health dept. or Kansas dept. of health and environment or like dept.
-Child/staff ratios are maintained the same as required ratios for various age groups.
-The state cannot promote one agency's program by requiring staff to have Red Cross lifesaving training, but a person with a life saving certificate or a person with training in CPR who can swim shall be in attendance when children are using a swimming pool; certified lifeguard on duty at ponds and lakes.

Transportation Policy
-Current driver's license and insurance, seat restraints, supervision and vehicle safety check.

Infant Care Programs
-Regulations for centers have special sections for preschool care, special needs programs, full-day care, infant and toddler care, school age care, and intergenerational care.
-No centers provide care to "infants only."

Overnight Care Programs
-No information given regarding the special regulations for overnight care.
-Centers do provide overnight care, but exact number is unknown.

School Age Programs
-Child care, before and after school programs are licensed, including programs in public schools, offered by parks and recreation.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Are available; contact Karen Juola, Department of Social and Rehabilitation Services: (931) 296-6772.

Programs for Children with Disabilities
-Separate regulations for caring for the care of children with disabilities exist.

-Compliance with ADA in providing services to children is administered by another agency.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-922-5330 or the local Social and Rehabilitation Services Office.

Local Contact
-Local County Health Dept.

Pending Legislation
-None.

** Information not reverified.

KENTUCKY (KY)

Information
Supplied by: Bess Abney, MSW
Program Specialist
CHR-DL&R, CHR Bldg., 4-E
275 East Main Street
Frankfort, KY 40621
PHONE: (502) 564-2800
FAX: (502) 564-6546

Number and Definition of Regulated Programs
-1,828 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Requirements
-License required for care of 7 or more children who are not the children, grandchildren, nieces, nephews, or children in legal custody of the provider of care; preapproval inspection required.
-Licenses are renewed annually; $80 initial licensure fee for Type I Centers; $40 initial licensure fee for Type II Centers; $40 renewal fee for both types; money goes to state general fund.
-Fire safety and building code inspection required annually.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.; indoor space in lieu of outdoor play area is 60 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers - 1:6; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 year olds - 1:14; school age - 1:15; 7 and older - 1:25 (before/after school); 7 and older - 1:20 (full day care).
-One person on duty at all times certified in infant and child CPR and first aid.

Unannounced Inspection Policy
-Annual relicensure inspections are unannounced and complaint investigations.

Complaint Procedure
-If children in care are in immediate danger, a license may be revoked.
-Length of time center has to come into compliance depends on severity of cited deficiency.
-Resource and referral agencies not notified when center is closed.
-All allegations of non-compliance with licensure standards require mandated investigation on an unannounced basis.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; minimum age requirement is 16 if under supervision of adult worker.
-Compliance with ADA in staff hiring involves providing information to providers regarding the ADA. DSS policy somewhat overlaps with ADA regulations.

Staff Prescreening
-Center staff required to be prescreened by fingerprinting, child abuse clearance, criminal records background check, TB skin test; chest x-ray required if appropriate (per physician).
-Medical examination, AIDS test, HIB and measles immunizations and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening not allowed.
-Temporary substitutes must meet same requirements as staff.

Staff Training
-Pre-service education and/or experience required for center director; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-12 hours annual in-service training required for center staff. 6 hours orientation training for newly hired staff during first 3 months of employment.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Medical records are required each enrolled child.

Child Immunization Policy
-All enrolled children are required to be immunized; except for HIB immunization; immunization records must be on file.

Discipline Policy
-Physical punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Swimming pools are not specifically addressed in the regulations.

Transportation Policy
-A section of the regulations addresses transportation of children.

Infant Care Programs
-A section of the regulations addresses infant/toddler care.
-There are centers that provide care to "infants only," defined as under one year of age.
-There are 9 "infant only" centers in the state.

Overnight Care Programs
-Special regulations for overnight care include different sleeping accommodations and hours.
-Centers do provide overnight care, but exact number is unknown.

School Age Care Programs
-A section of the regulations addresses before/after school care.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Lydia Roberts, Branch Manager, Child Care Services Branch, Dept. for Social Services, 5th Floor West, CHR Bldg., 275 E. Main St., Frankfort, KY: (502) 564-2524.

Programs for Children with Disabilities
-No separate regulations for caring for children with disabilities, but regulations require that the individual needs of each child must be met; mainstreaming of care of children with disabilities is not required.
-Compliance regarding ADA involves training providers and licensing inspectors about ADA regulations. DSS policy somewhat overlaps with ADA regulations.

National LIfe Safety Fire Code
-Has been adopted and enforced by the state fire marshall's office.

Child Abuse and Neglect
-Call (502) 564-2800.

Local Contact
-Region A
Mary Curlin, Regional Program Manager
Division and Licensing Regulation
Office of Inspector General
Western State Hospital
Hopkinsville, KY. 42240
(502) 885-6143 FAX (502) 886-1336
-Region B
Patricia Campell, Regional Program Manager
Division and Licensing and Regulation
Office of Inspector General
L & N Building, Second Floor East
908 West Broadway (502) 595-4079
FAX (502) 595-4540
-Region C
Woody Dunn, Regional Program Manager
Division of Licensing and Regulation
Office of Inspector General Room 433
Regional State Office Building
London, KY. 40741
(606) 878-7827 FAX (606) 878-2773

-Region D
Roy Baber, Regional Program Manager
Division of Licensing and Regulation
Office of Inspector General
Eastern State Hospital
627 W. Fourth Street
Lexington, KY 40508
(606) 255-4414 FAX (606) 233-3142

Pending Legislation
-None.

LOUISIANA (LA) **

Information
Supplied by: Steve Phillips, Director
Bureau of Licensing
Dept. of Social Services
P.O. Box 3078
Baton Rouge, LA 70821
PHONE: (504) 922-0015
FAX: (504) 922-0014

Number and Definition of Regulations Programs

-1,826 centers (1,225 Class A and 601 Class B).
-Day Care Center defined as: any place or facility operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision and guidance of seven or more children not related to the caregiver and unaccompanied by parent or guardian, on a regular basis for at least twenty hours in a continuous seven-day week, and in which no individual child remains for more than twenty-four hours in one continuous day.

Requirements

-License required; preapproval inspection required.
-License renewed annually; $25 initial application fee; additional as follows: $25 for 15 or fewer children; $100 for 16-50; $175 for 51-100; $250 for 101 or more; Class B church owned and operated centers are exempt.
-Class A centers may receive state and/or federal funds; and Class B cannot receive state or federal funds directly or indirectly.
-Fire and safety and public health inspections required initially and annually; building and zoning code required initially only.
-General liability insurance required for Class A licensed centers only; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. for one-half the number licensed for indoor or 37.5 sq. ft. for each child.
-Staff/child ratios: 0-1 years - 1:6; 1-2 years - 1:8; 2-3 years - 1:12; 3-4 years - 1:14; 4-5 years - 1:16; 5-6 years - 1:20; school age - 1:25; mixed age groups - average ratio observed as long as no children under 2 are present [ratios apply for centers of 11 or more children].
-All staff must be current in first aid and CPR; new employees in Class B licensed centers have 90 days to comply.

Unannounced Inspection Policy

-State law requires all licensing visits to be unannounced.

Complaint Procedure

-State law does not cover immediate closing of a day care center; however, any child, or all children, may be removed from center if conditions exist which places the health and safety of a child, or children, in imminent danger.
-Class A licensed center must post telephone number of Bureau of Licensing and parents informed that they may call if they have complaints; (Not required in Class B licensed centers).
-All child abuse complaints investigated by Child Protection Agency.
-Licensing violations require a warning; center has 10 days to give a written plan for correction; follow-up licensing inspection made.
-If a license is denied or revoked; must be done with permission of a Child Care Committee; center has 30 days to file an appeal for a hearing before Bureau of Appeals; center may also file suit in district court.
-Resource and referral agencies are not notified of center closing on an individual basis. They obtain lists on an as-needed basis.

Staff Qualifications

-No state recommended salary schedule for staff.
-Minimum age requirements: 21 years for director; 18 years for all other staff except 16/17 for aides when under the direct supervision of another qualified adult staff (Never left alone with children).
-Compliance with ADA in staff hiring involves informing the center of regulations and checking compliance.

Staff Prescreening

-Fingerprinting required for criminal records background check and child abuse clearance; medical examination with either TB skin test or chest x-ray required initially and every three years thereafter.
-AIDS and alcohol test, HIB and measles immunizations not required.
-Conditional hiring not allowed.
-Written references required on all staff.
-Requirements for substitutes same as full-time staff.

Staff Training

-A combination of educational background and experience required for all center directors; none required for other staff.
-All staff required to participate in a one day orientation to the center followed by 4 days of supervised work with children; quarterly in-service training by center staff or director.
-All staff in Class A licensed centers must obtain 12 hours of training per year in areas of child growth and development; child care programming and activities; health and safety; discipline and guidance techniques; recognizing symptoms of abuse and neglect; design and use of space; working with parents nutrition; etc. Not required in Class B licensed centers).
-No special training required for infant care, care of children with disabilities, or drop-in care, but may be a part of the 12 hours of training above.

Child Documentation Policy
-Child Information Form must be completed with medical and health record showing inoculations; transportation permission slip; third party pick up permission information; statement concerning emergency medical care; etc.

Child Immunization Policy
-Enrolled children required to be current in all immunizations, including HIB immunization.

Discipline Policy
-Corporal punishment not allowed in Class A centers; allowed with parental written permission for Class B centers.

Emergency Medical Consent Policy
-Required.

Swimming Pool Policy
-Guidelines include: Chlorine level and PH tested; PH maintained between 7.2 and 8.2; pools enclosed by fence at least 5 feet high with no openings greater than 3 1/2 inches; water temperature between 82 degrees F and 93 degrees F.
-Child/staff ratio not affected.
-Staff required to have Red Cross lifesaving training.

Transportation Policy
-Staff must hold valid LA driver's license; carry liability insurance on the vehicle; vehicle in good working order; driver may not leave the vehicle unattended when children are present.

Infant Care Programs
-Infants must be held while feeding; infants may not remain in cribs or beds or carry-alls for more than 30 minutes while awake; staff ratio of 1:6 required; proper techniques must be followed for diaper changing and handwashing.
-No centers provide care to "infants only."

Overnight Care Programs
-Regulations for overnight care require proper bedding; proper staff (with at least 2 regardless of number of children); boys and girls over 6 years of age do not sleep in the same room.
-Approximately 100 centers provide overnight care.

School Age Programs
-No separate regulations.

Sick Child Care Programs
-Separate regulations.

Subsidized Child Care Programs
-Available only in Class A licensed centers.

Programs for Children with Disabilities
-Mainstreaming encouraged.
-Compliance with ADA in providing services to children involves informing center of regulations and checking compliance.

National Life Safety Fire Code
-Centers must meet Code regulations.

Child Abuse and Neglect
-Complaints investigated by Child Protection Agency.

Local Contact
-Licensing information, D.S.S. Bureau of Licensing, P.O. Box 3078, Baton Rouge, Louisiana 70821 (504) 922-0015.
-Child abuse, local Child Protection Agency.

Pending Legislation
-None.

** Information not reverified.

MAINE (ME)

Information
Supplied by: Paul J. Bright, Supervisor
Child Care Licensing
Department of Human Services
State House Station #11
Augusta, ME 04333
PHONE: (207) 287-5060
PHONE: (207) 626-5555

Number and Definition of Regulated Programs
-448 licensed centers.
-Nursery/preschools licensed separately.
-Number includes religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; $10 license fee; fees are used to offset cost of fire inspection conducted by State Fire Marshal.
-Separate inspection required annually by Fire Department; building code inspection required if municipality requires it.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 1/2 to 3 year olds - 1:8; 3 to 6 year olds - 1:10; school age - 1:10; mixed age groups - determined by age of youngest child in group.
-A staff member with CPR/first aid training must be present.

Unannounced Inspection Policy
-All visits unannounced, with some exceptions.

Complaint Procedure
-No specific policies that require immediate closing of a center; decided case-by-case basis or court-ordered emergency suspension.
-Warning only cases are decided on a case-by-case basis.
-Center compliance time depends on the compliance issue.
-Resource and referral agencies notified if a center is closed.
-Complaints registered against centers are responded to; Maine DHS has an abuse investigation unit for facilities.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for other center staff is 18.
-No information provided regarding compliance with ADA in staff hiring.

Staff Prescreening
-Staff prescreening required for criminal records background check, child abuse clearance, and measles immunization.
-Not required: Fingerprinting, TB skin test, medical exam, chest x-ray, AIDS test, HIB immunization, and drug and/or alcohol tests.
-Conditional hiring prior to results of prescreening is allowed.
-3 written references required for director.
-The licensed facility is responsible for the actions of substitutes in the same way that it is for other staff.

Staff Training
-Preservice education and/or experience required for center directors and lead/head teachers; kindergarten programs within centers must have certified teachers; assistant teachers, teacher aides, or the dietician and kitchen staff--no requirements.
-Annual in-service training required; 24 hours/year for staff working more than 20 hours/week, 12 hours/year for staff working under 20 hours/week.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-The facility must obtain information specified in rules regarding health, immunizations, parent information, authorization for emergency medical care and others.

Child Immunization Policy
-Enrolled children are required to be immunized, including the HIB immunization. The center must meet standards set by the State Immunization Program: (207) 287-3746.

Discipline Policy
-Corporal punishment is not allowed; other prohibited practices: sexual abuse, lack of supervision, neglect, withholding food and drink, derogatory remarks to or about children or parents, name calling, shaming or embarrassment, unusual confinement.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines for swimming pools: must be cleaned daily and protected to prevent access without supervision.
-Child/staff ratio not affected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Rules related to centers operating their own vehicles.

Infant Care Programs
-Separate section in regulations for centers which service infants.
-No information given regarding centers which provide care to "infants only."

Overnight Care Programs
-No special regulations exist for centers providing overnight care.
-Centers do provide overnight care, but exact number is unknown.

School Age Care Programs
-Separate rules related to activities for before and after school programs exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Office of Child Care Coordination: (207) 287-5060.

Programs for Children with Disabilities
-Center must offer appropriately trained staff for the child.
-Compliance with ADA in providing services to children is done according to the individual needs of the child.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Contact 1-800-452-1999.

Local Contact
-There are regional DHS offices for Social Service delivery; day care licensing is administered from central administrative office.

Pending Legislation
-Legislation pending: Increase application fees.

MARYLAND (MD)

Information
Supplied by: Hazel Watson
Assistant Director of Licensing
Department of Human Resources
Child Care Administration
311 W. Saratoga St., 1st. Floor
Baltimore, Maryland 21201
PHONE: (410) 767-7801 or 7810
FAX: (410) 333-8699

Number and Definition of Regulated Programs
-1,868 licensed centers, which includes nursery schools, prekindergartens, and religiously affiliated centers.
-Nursery schools and prekindergartens receive certificates from the State Board of Education, 200 W. Baltimore Street, Baltimore, MD 21201 stating approval for educational programs and receive licenses from the Child Care Administration.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety initially and annually thereafter; building code inspections required initially and when changes to the structure housing the center; zoning approval required.
-General liability and professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft. (if licensed prior to 12/1/71, 30 sq. ft.); no outdoor.
-Staff/child ratios: infants - 1:3; young toddlers 1:3; two year olds - 1:6; preschool - 1:10; school age - 1:15; mixed age groups - varies by ages.
-Center must have at least one staff person on duty at all times with current CPR and first aid training certificate, including on field trips.

Unannounced Inspection Policy
-Unannounced inspections occur with complaint investigations and new licensing monitoring, as needed.

Complaint Procedure
-No policies that require immediate closing of a day care center, although health officers retain authority to order closure if public health emergency; emergency suspensions require that operations cease within 72 hours of receiving the notice.
-Noncompliance situations where children are not in jeopardy require a warning, which may be followed for chronic violations, denial of renewal, or revocation.

-Provisional licenses may be issued for up to 6 months.
-Resource and referral agencies are notified in writing immediately when a center is closed.
-All complaints both written and oral that relate to the violation of a regulation, including anonymous complaints, shall be investigated and a written report of the findings prepared.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age for director is 21; group leaders and senior staff is 20; aides and substitute aides is 16; other substitutes is 18.
-Compliance with ADA in staff hiring: Child care center licensing regulations do not enforce ADA; however, federal regulations require compliance by centers and centers are held accountable through the use and occupancy office, the fire marshall's office, and EEOC.

Staff Prescreening

-Child abuse clearances required for directors, operators, owners, and board members who have access to children; FBI fingerprinting required for all once; criminal records background check required each time employee changes employment; medical examination required within six months of employment and only once if no gap in employment; TB skin test and chest X-ray required only if indicated.
-HIB and measles immunizations for staff in licensed child day care centers are not required; however, pre-employment medical report recommends a review of immunization status.
-AIDS, and drug and/or alcohol test are not required.
-Conditional hiring is not allowed prior to results of prescreening.
-Written references not required.
-Temporary substitutes for aide must be 16 years of age, other substitutes should be at least 18 years of age and comply with regulations pertaining to criminal background investigations and a written medical report.

Staff Training

-Preservice education and/or experience required for center directors, lead teachers and school age group leaders; no requirements for aides, dietician or kitchen staff.
-6 clock hours of in-service training required annually for directors; 3 clock hours for group leaders and senior staff.
-Special training required for infants and toddlers (3 semester hours); no special training required for the care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

-Center must have on file on every child: emergency medical permission, written health report, record of immunizations, daily attendance.
-Center must have on file for child with a disability: instructions for care in an emergency, medication, special nutritional needs and feeding procedures, and special medical and non-medical

treatments or procedures; also must have a plan for child's care.
-Center must have on file for infants and toddlers a written individualized schedule that addresses each child's normal pattern of activities such as sleeping and eating. These schedules must also be posted in the care area for daily reference and re-evaluated by parent and staff every 2 months.

Child Immunization Policy
-Enrolled children required to be immunized at admission and is a retention requirement.
-Regarding the HIB immunization, according to Guidelines for Immunization Certification in Licensed Child Care Centers, children 2 to 59 months are required to receive HIB vaccines, with the exception of children 18-59 months who were born before 1989. No HIB vaccines are required for children 60 months or older.

Discipline Policy
-No form of corporal punishment may be used; a child may not be subjected to any injurious treatment or discipline methods which create undue discomfort or mental distress.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines include: Prior written approval from a child's parent on a form approved by the Child Care Administration; continuous staff supervision is required for wading area 4 feet or less in depth; lifeguard holding American Red Cross Advanced Life Safety Certificate or YMCA Senior Life Saver for depth of water exceeding 4 feet. Lifeguard shall be at waterside and not included in required staff/child ratio; one-to-one staff/child ratio must be maintained if water is over child's chest and child cannot swim. An exception is swimming lessons approved by American Red Cross; swimming facilities must meet applicable local standards of health, sanitation, and safety.
-Child/staff ratio is affected: one-to-one ratio for each child who cannot swim and the water is over the child's chest.
-Staff not required to have Red Cross lifesaving training: When depth of water exceeds 4 feet, a lifeguard with above qualifications must be present.

Transportation Policy
-Regulations concerning the transportation of children are administered by the Motor Vehicles Administration of the Dept. of Transportation.

Infant Care Programs
-Separate section in the regulations dealing with infants.
-There are centers providing care to "infants only," defined as under 2 years of age.
-Currently, CCA is unable to provide the number of "infant only" centers; however, there are approximately 1,799 infant "slots" in all child care centers throughout the state of Maryland.

Overnight Care Programs
-There are no regulations for overnight care by child care centers; however, a center must request approval from CCA prior to providing overnight care and submit a written plan of operation to be approved by CCA.
-One center provides overnight care in the state of Maryland.

School Age Care Programs
-No separate regulations. Specific regulations for school age care are included in child care center licensing regulations.

Sick Child Care Programs
-No separate regulations; prior approval of a special care plan is required.

Subsidized Child Care Programs
-Is available; contact Linda Zang, Child Care Administration, 2701 N. Charles Street, Baltimore, MD 21218: (410) 554-0417.

Programs for Children with Disabilities
-No separate regulations; written care plan is required; care plan must include population to be served, admissions criteria, procedures for special care plan for each child.
-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code
-Has been adopted; required fire control equipment and fire escapes in case of fire and other emergency.

Child Abuse and Neglect
-Call Department of Human Resources (DHR): 1-800-332-6347 or Child Protective Services (410) 333-0226; or call local DSS offices between 8:30 AM - 4:30 PM.

Local Contact
-The Child Care Administration has 12 regional and 3 field offices.

Pending Legislation
-None.

MASSACHUSETTS (MA)

Information
Supplied by: Frances Barrett
Director of Field Operations
Office for Children
1 Ashburton Place
Boston, MA 02108
PHONE: (617) 727-8900
FAX: (617) 727-0528

Number and Definition of Regulated Programs

-2,131 licensed centers.
-Nursery schools, prekindergartens, Head Start programs, and religiously affiliated centers are included in the number; some private educational systems provide exempt care by statutory definition; these exempted centers are regulated through their local school departments.

Requirements

-License required; preapproval inspection required.
-Provisional licenses are renewed every 6 months; regular licenses are renewed every 2 years.
-License fees: for 2 year license: capacity of 1-39 - $200, capacity of 40+ - $300; for 6 month license: capacity of 1-39 - $150, capacity of 40+ - $250; capacity change with regulated license - $50, capacity change with provisional license - no charge; limited school age license - $50.
-Building code inspection required annually; Local Health Dept. inspection required annually for programs serving hot meals to 13 or more children; lead paint inspection for new centers unless recently built; well water test and fire safety inspection required in some communities.
-General liability or professional liability not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft. per child; outdoor - 75 sq. ft. (per child using it); with outdoor space it is permissable to rotate groups of children through the space.
-Staff/child ratios: infants - 1:3 and 2:4-7; toddlers - 1:4 and 2:5-9; preschool 1:10 (full day center), 1:12 (half day center); school age - 1:13; mixed age groups: infants up to 2 yrs./9 mos. - 1:5; 2 yrs./9 mos. to 7 yrs. - 1:10.
-One CPR trained person for children on the premises when children are present; all training must be kept current.

Unannounced Inspection Policy

-New centers receive at least one unannounced visit during the first six months of operation; most complaints are investigated through unannounced visits.

-Centers also receive as many health and safety visits unannounced as possible, depending upon the number of licensing staff.

Complaint Procedure
-Routinely the director is advised of noncompliances found during the exit interview and again in writing; more serious response is the exception.
-Authorized to close centers on an emergency basis or to issue notice of intent to close with the program remaining open through the appeal process.
-Unless immediate compliance is necessary, the center proposes a reasonable method and time frame for compliance.
-Resource and referral agencies are notified of legal action taken against centers.
-Complaints registered against centers are written on specific form and assigned for follow-up.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for teacher level and above is 21 with a high school diploma; minimum age for teacher aide is 16.
-Compliance with ADA in staff hiring: All new and moving centers must be physically accessible; all staff must receive in-service training on disabilities; programs must make reasonable accommodations.

Staff Prescreening
-Center staff required to be prescreened by criminal records background check if they have unmonitored contact with children (5 minutes out of sight or hearing); TB test required once (unless person has symptoms); medical examination is required every 2 years; MMR immunity is required.
-Fingerprinting, child abuse clearance, AIDS test, HIB immunization and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-Center administrator must document telephone reference checks.
-If a temporary substitute is required for staff/child ratios, all regulations apply for temporary substitute.

Staff Training
-Preservice education and/or training required for center directors and teachers, and orientation required for all staff prior to being responsible for a group of children; no requirements for assistant teachers, or the dietician or kitchen staff.
-20 hours annual in-service training required for center staff, with at least 25% in the area of children with disabilities.
-First aid training is required within 6 months of employment for all direct care staff and non-teaching administrators.
-Special training required for infant/toddler care; Each center must have a health care consultant.

Child Documentation Policy
-Specific state guidelines for child enrollment exist.

Child Immunization Policy
-Enrolled children are required to be immunized, including the HIB immunization; periodicity schedule developed by MA Dept. of Public Health in conjunction with CDC.

Discipline Policy
-Center must have a written policy posted and provided to parents and to staff.
-Corporal punishment is prohibited. No denial of food; no punishment for soiling or wetting.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.
-Consent must be updated annually.

Swimming Pool Policy
-Local Health Departments apply swimming pool regulations.
-No information provided regarding affect on child/staff ratios.
-No information provided regarding staff requirement of Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children include a written plan and vehicle and driver requirements.

Infant Care Programs
-Specific differences within general regulations for infant age category.
-Centers can provide care to "infants only," defined as 1 to 15 months.
-Currently there is one "infant only" center in the state.

Overnight Care Programs
-State licenses overnight care as a pilot or demonstration project.
-No information regarding number of centers providing overnight care; they do have centers licensed to provide care for more than one shift.

School Age Care Programs
-A separate set of regulations exist for before/after school programs.

Sick Child Care Programs
-Regulations encourage the care of mildly ill children at centers and put in place infection control procedures for all centers.

Subsidized Child Care Programs
-Is available in form of both contracts and vouchers; contact Department of Social Services: (617) 727-0900.

Programs for Children with Disabilities
-Regulations updated in March, 1992, incorporated standards for care of children with disabilities in all centers. Provisions

for physical accessibility of space used by new programs and programs that move.
-In addition to above, compliance with ADA in providing services for children involves staff receiving in-service training on disabilities. Programs must make reasonable accommodations.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Department of Social Services has offices throughout the state; main phone number is (617) 727-0900.

Local Contact
-5 regional licensing offices.
-Central Office:
Office of Children
One Ashburton Place
Boston, MA 02108
Phone: (617) 727-8900 FAX: (617) 727-0528

Pending Legislation
-None.

MICHIGAN (MI)

Information
Supplied by: Ted de Wolf, Director
DSS, Bureau of Regulatory Services
Division of Child Day Care Licensing
235 South Grand Ave.
P.O. Box 30037
Lansing, MI 48909
PHONE: (517) 373-8300
FAX: (517) 335-6121

Number and Definition of Regulated Programs

-4,270 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated programs are included in this number; exception if parents are immediately available, licensing not required.

Requirements

-License required for private sector programs, approval required for governmental programs; preapproval inspection required.
-Licenses are renewed every 2 years; license fee required.
-Fire safety inspection required by the Fire Maintenance Check List initially, at renewal, and if renovating.
-General liability or professional insurance not required.

Regulations

-Space requirements per child: indoor - 50 sq. ft. (for 2 wks. to 2 1/2 yrs.); 35 sq. ft. (for 2 1/2 yrs. and up); outdoor - 1200 sq. ft. with children in attendance more than 5 hours.
-Staff/child ratios: infants (up to 30 months) - 1:4; 2 1/2 to 3 years old - 1:10; 4 to 5 years old - 1:12; 6 to 12 years old - 1:20; 13 to 17 years old - 1:30; mixed age group (go to lowest age group for ratio).

Unannounced Inspection Policy

-Unannounced visits may occur as part of a complaint investigation or during follow up to previously cited noncompliance when areas of concern include staff ratios, numbers of children, etc. Also statutory required interim visits are conducted unannounced.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Non life-threatening violations require only a warning, with the expectation of compliance.
-Center has up to two years with 4 provisional licenses if moving towards compliance.
-Resource and referral agencies are notified when a center is closed through a copy of licensing print out containing names etc.

-When complaints are registered against a center, agency responds in person or by phone call to sort out complaint and determine seriousness; have developed guidelines; licensing consultant also handles abuse/neglect rather than protective services.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 18; 17 acceptable if satisfactorily completed 1 year vocational-occupational child care training approved by Dept. of Education.
-Compliance with the ADA in staff hiring is enforced and monitored by the Dept. of Labor. P.A. 116 does not give the authority to enforce the ADA Act.

Staff Prescreening
-Center director required to be prescreened by child abuse clearance; TB clearance, criminal records background check, and medical examination required for all staff.
-Fingerprinting, AIDS, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring for directors prior to results of prescreening is generally not allowed.
-Centers are required to screen center staff for suitability.
-No policies regarding the requirements for temporary substitutes.

Staff Training
-All center staff must be of responsible character and suitable to meet the needs of children; center director required to have preservice education (CDA or 60 semester hours) with 12 hours in child development, child psychology, or early childhood education.
-Annual in-service training not required.
-CPR/first aid not a separate training requirement.
-No special training for infant care, care for children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Child immunization record, child information card, emergency medical care card, medical examination, and written instructions from parents for any medications are required to be on record.

Child Immunization Policy
-Enrolled children must have the HIB immunization, as required by Department of Public Health.
-Only exception to immunization requirement for religious beliefs.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines require pools to be constructed and operated in compliance with Act 368, P.A. 19:78.

-Child/staff ratio is affected: For non-swimmers over 2 1/2, chest height: 1 to 4, above chest height: 1 to 1; For swimmers, 2 1/2 - 3: 1 to 10, 4 - 5: 1 to 12, 6 - 12: 1 to 12.
-The lifeguard is the only individual required to have training by Red Cross, YMCA, or basic lifeguarding.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Additional regulations for centers which service infants and toddlers exist.
-There are centers providing care to "infants and toddlers only." Infant and toddlers means 2 weeks to 2 1/2 years.
-Data not immediately available for the number of "infant and toddlers only" centers. Very few centers provide care to "infants toddlers only."

Overnight Care Programs
-Special regulations include: separate area away from sleeping children where the child can engage in quiet activities; a bed and a mattress with a waterproof covering, of a size appropriate to the age of each child.
-Centers do provide overnight care, but exact number is unknown. Very few centers provide overnight care.

School Age Care Programs
-Provisions for Care of Children 6 years of age and older include:
1. The ratio of caregivers to children present at any one time in the center and during outdoor activities and field trips shall be based upon the following provisions:
   a. For children 6 to 12 years of age, there shall be 1 caregiver for 20 children or a fraction thereof beyond the first 20, including children who are related to the staff and the licensee.
   b. For children from 13 to 17 years of age, there shall be 1 caregiver for 30 children or a fraction thereof beyond the first 30, including children who are related to the staff and the licensee.
-A center shall provide a program that has opportunities for each child: to plan, carry out, and evaluate his or her own activities; to experience diversity of activities within the center, the neighborhood, and the total community; to participate in recreational activities, including sports appropriate to age.

Sick Child Care Programs
-No separate regulations for caring for sick children, but anticipate future rules.

Subsidized Child Care Programs
-Is available; contact Day Care Services, (517) 373-0356.

Programs for Children with Disabilities
-No separate regulations.
-Compliance with ADA in providing services to children is enforced

and monitored by the Dept. of Labor. P.A. 116 does not give the authority to enforce the ADA Act.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-In offices where staff are located or call central office and will be referred: (517) 373-8300.

Local Contact
-Staff is housed in various counties.

Pending Legislation
-None.

MINNESOTA (MN)

Information
Supplied by: Barbara Eggiman
DHS, Division of Licensing
444 Lafayette Rd.
St. Paul, MN 55155-3842
PHONE: (612) 296-3971
FAX: (612) 297-1490

Number and Definition of Regulated Programs
-1,458 licensed centers.
-Nursery/preschools are not licensed separately.
-Number of licensed centers includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Full day program licenses renewed every two years; 1/2 day program licenses renewed every 2 years; base fee for licensing plus amount per child for licensed capacity: $27 plus $3; money goes into the state's general fund.
-Separate inspections required initially by Fire and Health Departments and Building code.
-No general liability or professional liability insurance required.

Regulations
-Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
-Staff/child ratio: infants - 1:4; toddlers - 1:7; preschool - 1:10; school age - 1:15; mixed age groups - ratio for youngest child present.
-Teachers and assistant teachers required to be trained in first aid; one person at center must be trained in CPR.

Unannounced Inspection Policy
-Unannounced monitoring visits occur for licensing review, complaint investigations and reinspection.

Complaint Procedure
-Various options for negative action are available.
-Nature of complaint determines how long center has to come into compliance.
-Complaints registered against day care centers are investigated, correction action is ordered, and center is reinspected.

Staff Requirements
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director, teacher, and assistant teacher is 18; minimum age requirement for aide is 16.
-Compliance with ADA in staff hiring involves training sessions.

Staff Prescreening
-Criminal records background check and child abuse clearance required for center staff at initial employment at center's relicensing.
-Fingerprinting only required if person has a record of crime out of state.
-TB skin test, chest x-ray, medical exam, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring is allowed.
-Written references are not required.

Staff Training
-Preservice education and/or experience required for day care center directors, lead/head teachers, and assistant teachers; can qualify under a variety of options combining education and experience; only age requirement and orientation for teacher aides; no requirements for the dietician and kitchen staff.
-2% of hours employed required for participation in annual in-service training.
-No special training for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Certain documents and records are required for child enrollment, i.e., registration, health summary, immunization, emergency information, etc.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB immunization, which follow Dept. of Health requirements.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Use only when supervised by someone with first aid and CPR; chlorinated pools only.
-Child/staff ratio unaffected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Additional requirements appropriate infants served.
-There are centers providing care to "infants only," defined as 6 weeks to 16 months.
-State only has a few "infant only" centers, but their database cannot pull out the exact number.

Overnight Care Programs
-Regulations for overnight care are: Requirements for mattresses; separate dressing rooms, etc.
-2 or 3 centers provide overnight care--database cannot pull out exact number.

School Age Care Programs
-Additional requirements appropriate to school age children served.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact the Department of Human Services, Family and Children's Services Division, (612) 296-3800.

Programs for Children with Disabilities
-Additional requirements appropriate to ages of children served.
-Compliance with ADA in providing services to children involves offering training sessions on ADA.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-May report to each county's child protection Director; local police; or DHS, Licensing Investigations Unit - (612) 296-3971.

Local Contact
-3 of the 8 licensors live outside metro area and use their home as their office.

Pending Legislation
-None.

MISSISSIPPI (MS) **

Information
Supplied by: Diane Herring, Director
Department of Health
Division of Child Care
P.O. Box 1700
Jackson, MS 39215-1700
PHONE: (601) 960-7613
FAX: (601) 960-7948

Number and Definition of Regulated Programs
-1,359 licensed centers.
-Half-day programs and religiously affiliated centers are included in the number; totals are not complete as some half day programs still being identified; half day programs are exempt from certain regulations.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; license fee ranges from $30 - $200; fees are used for program administration.
-Fire safety survey required annually; food service inspection required 2 times per year; building code inspection required only in municipalities with building codes.
-General and professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: 0 to 11 months - 1:3-5; 1 year olds - 1:7-9; 2 year olds - 1:10-12; 3 year olds - 1:12-14; 4 year olds - 1:14-16; 5 year olds and up - 1:14-20; mixed age groups - ratio required for youngest child in group.

Unannounced Inspection Policy
-Unannounced inspections take place in complaint investigations and as needed if facility has conditional/probational license.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Severity of violation sets limits for length of time center has to come into compliance.
-Resource and referral agencies are notified if a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirements: director - 21; caregiver - 18; caregiver assistant - 16.

-According to agency legal staff, child facilities comply with ADA as a public entity or facility; this agency does not regulate compliance.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance and criminal background check; measles but not HIB immunization required.
-Fingerprinting not required.
-Center policy sets requirements for TB skin test, chest x-ray, medical examination, AIDS test, and drug and alcohol tests.
-Centers require written references.
-Substitutes must meet qualifications for the position.
-No information on conditional hiring policy.

Staff Training
-Preservice education and experience required for center director, lead/head teachers, assistant teachers, and teacher aides; service staff must have the same personal qualifications as required of other staff.
-15 hours of in-service training required.
-Director must complete needs assessment and set priorities for infant, children with disabilities, sick child and drop-in care.
-CPR/first aid is a separate preservice and/or in-service training requirement.

Child Documentation Policy
-No specific state guidelines for child enrollment.

Child Immunization Policy
-Enrolled children must be immunized, including HIB.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Pools must have six foot fences, locked gates and staff be CPR/ first aid/life safety certified.
-Child/staff ratio is affected; ratio and lifeguard(s) - number based on age and number of children.

Transportation Policy
-Regulations exist.

Infant Care Programs
-No special regulations.
-No "infant only" centers.

Overnight Care Programs
-Special regulations regarding bathing, sleeping and meals.
-20 "overnight care" centers.

School Age Programs
-New regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Department of Human Services:
(601) 354-0341.

Programs for Children with Disabilities
-Separate regulations exist; mainstreaming is recommended.
-In compliance with ADA.

National Life Safety Fire Code
-Have adopted sections addressing child care/educational occupancy - mainly prohibit second floor occupancy, etc.

Child Abuse and Neglect
-Call 1-800-227-8000.

Local Contact
-Contact county health departments and public health environmentalist.

Pending Legislation
-None.

** Information not reverified.

MISSOURI (MO) **

Information
Supplied by: Bill Henderson
Department of Health
Child Care Unit
1728 Plaza - P.O. Box 570
Jefferson City, MO 65102
PHONE: (314) 751-2678
FAX: (314) 751-6010

Number and Definition of Regulated Programs
-**1186** licensed day care centers.
-Number of licensed centers does not include nursery schools or facilities operated by religious organizations.
-Monitor preschool programs.

Requirements
-License required (for people caring for more than 4 unrelated children); preapproval inspection required.
-No license fee and licenses are renewed every 2 years.
-Separate inspections required every year by the state fire marshall.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool 1:10; school age - 1:16.

Unannounced Inspection Policy
-Facilities are visited twice per year. Normally, one of the visits is unannounced. They may be placed under close supervision and visited more often in some cases.

Complaint Procedure
-Licenses may be suspended when children are in imminent danger. This requires the provider to cease operation immediately. Facilities can be closed by an order of injunctive relief.
-Licenses may be denied or revoked by the director of the Dept. of Health or designee.
-Length of time that center has to come into compliance determined by individual case-by-case basis.
-Complaints against a facility are investigated within 7-30 days, dependent upon the severity of the case.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a facility is 18.

-Compliance with ADA in staff hiring is currently being reviewed for implementation in the licensing rules.

Staff Prescreening
-Prescreening by child abuse clearance required for all staff; TB skin test and a medical exam required for all staff.
-Fingerprinting, criminal records background check, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-No information available on conditional hiring.
-No written references required.
-No information available regarding substitute requirements.

Staff Training
-Preservice education and/or experience varies dependent on the size of the facility.
-12 hrs annual in-service training requi ed for all staff in all types of facilities.
-No special training for infant care, care of children with disabilities, sick child care, or drop-in care.
-No training in CPR or First Aid required.

Child Documentation Policy
-Medical examination reports and an individualized plan for children with special needs must be on file. Reports submitted to the Missouri Department of Health. (Special needs includes disabilities)

Child Immunization Policy
-Enrolled children are required to be immunized, including the HIB immunization. 20% of the facilities are physically monitored for compliance (spot-checks).

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent is required, but does not have to be notarized.

Swimming Pool Policy
-Guidelines include: Swimming and wading pools used by children shall be constructed, maintained, and used in a manner which safeguards the lives and health of the children; both types of pools require water filtration systems; both shall be fenced to prevent access by children, with fence at least 42" high and locked gate. Above-ground pools have 42" fence with barricade to steps of pool deck; children using both pools shall be instructed in water safety and supervised by an adult at all times.
-Child/staff ratios unaffected, remaining the same as regular care.
-Staff required to have Red Cross lifesaving training, specifically: an adult with a current lifeguard training certificate, including infant/child CPR, shall be on duty at all

times when swimming or wading pool containing a depth of 48" or more of water is being used; an adult who has completed a course in basic water safety, including infant/child CPR, shall be on duty when pool containing less than 48" of water is being used.

Transportation Policy
-Required by licensing rules: permission necessary by parent(s) for field trips, transportation to and from school, and other transportation; permission required for school-age children to leave the facility to participate in classes, clubs, or other activities, naming the activity, time of leaving and returning, and the method of transportation to and from the activity.

Infant Care Programs
-Additional regulations for infant care.
-There are centers that provide care to "infants only," defined as 0 - 2 years of age.
-No information available regarding number of "infant only" day care centers in the state.

Overnight Care Policy
-Special regulations include: facilities providing overnight care on a regular basis must be licensed for that type of care; special effort shall be made by caregivers to individualize care at children's bedtime and awakening, including consultation with parent concerning child's particular behavior patterns at those times; if parents come to pick up their children at various hours during overnight care, room arrangements will take into consideration child's need for undisturbed sleep; toiletry items shall be individually marked with child's name; night-lights located in areas as required by individual children's needs; separate sleeping and dressing areas provided for school-age boys and girls; during sleeping hours, caregivers shall be in close proximity to sleeping areas in order to respond to children needing attention; one caregiver shall be awake at all times; adults on premises limited to staff, parents, or authorized individuals.
-Exact number of centers providing overnight care unavailable.

School Age Care Programs
-No separate rules for school-age care.

Sick Child Care Programs
-No separate rules.

Subsidized Child Care Programs
-Is available; contact Division of Family Services, P.O. Box 88, Jefferson City, MO, 65103; (314) 751-3124.

Programs for Children with Disabilities
-Center must have a specialized plan on file for children with disabilities; mainstreaming is not required.
-Compliance with ADA in providing services to children is being reviewed for implementation in the licensing rules.

National Life Safety Fire Code
-Has not been adopted in Missouri.

Child Abuse and Neglect
-Child Abuse Hotline at 1-800-392-3738.

Local Contact
-Department of Health, Bureau of Child Care Safety and Licensure

Pending Legislation
-None.

** Information not reverified.

MONTANA (MT)

Information
Supplied by: Becky Fleming-Siebenaler
Day Care Program Officer
Department of Family Services
P.O. Box 8005
Helena, MT 59604
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FAX: (406) 444-5956

Number and Definition of Regulated Programs
-200 licensed centers.
-Nursery schools and prekindergartens are not licensed/regulated.
-Religiously affiliated centers, if providing "day care" as defined in the state code, must be licensed.

Requirements
-License required; preapproval inspection required.
-No license fee and licenses are renewed annually.
-Separate inspections required annually by Fire & Health Depts.
-Generally liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool - 1:10; school age 1-14.

Unannounced Inspection Policy
-Centers are visited twice a year with one visit unannounced, as staffing permits.

Complaint Procedure
-Policies exist that require immediate closing of a center, if the children are in immediate danger.
-Resource and referral agencies notified if a center is closed; list of licensed/registered providers are shared frequently.
-Complaints are investigated as a first priority and as staffing permits.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 16 for an aide, and 18 for a primary caregiver.
-Compliance with ADA in staff hiring not included in rules; however, facilities are bound simply by ADA itself.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance, MMR and Td, and TB skin test.
-Criminal records background check questionable: not a DFS requirement, but many centers do it.
-Fingerprinting, chest x-ray, medical examination, and AIDS test are not required; drug and alcohol test can be requested if there is any question.
-HIB immunization not required for staff.
-Conditional hiring is not allowed.
-Written or verbal references are required.
-No policy regarding the use of temporary substitutes.

Staff Training
-Center director, lead/head teachers, and assistant teachers required to be at least 18 years old, and to have 2 years experience or BA in education or related field plus CPR; AA degree and 1 year experience in child care or CDA or 3 years experience in child care.
-Teacher aides required to be at least 16 years old, and have 8 hours on-the-job training; no requirements for dietician and kitchen staff.
-Must have 8 hours of training per year.
-CPR/multimedia first aid is separate training requirement.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Enrollment forms are used.

Child Immunization Policy
-All children required to be immunized, including HIB immunization. This rule is only required for children under 5 years of age.

Discipline Policy
-No use of spanking or other forms of corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Swimming Pool Policy
-Guidelines are the same as for other facilities--must be surrounded by fencing, sanitized, supervision by licensed lifeguard.
-Child/staff ratios remain constant; not affected.
-Staff is required to have Red Cross lifesaving training.

Transportation Policy
-Written consent of parent is required for transporting children; vehicle must have safety restraints fastened when in motion.

Infant Care Programs
-Additional requirements exist for centers which service infants.
-5 centers in the state which provide care to "infants only."
-Age range of infants not provided.

Overnight Care Programs
-Special regulations for overnight care: staff must remain awake; have plans which will provide for personal safety; offer a nutritious meal.
-5 to 10 centers provide overnight care.

School Age Care Programs
-Shall supplement and augment the child's activities at school and home; supervision for pursuits in crafts, sewing, etc.; provisions for outside activities; children to participate in making rules; parental involvement.

Sick Child Care Programs
-Though not yet regulated, they are in the process of making changes.

Subsidized Child Care Programs
-Available through JOBS Transitional Care, Block Grant Sliding Fee Scale, At-Risk Day Care (now state wide), and self-initiated (AFDC training); contact Department of Family Services: (406) 444-5900; or Social and Rehabilitative Services: (406) 444-4545.

Programs for Children with Disabilities
-Compliance with ADA in providing services to children follows Dept. policy that cannot restrict care; CCDBG funds can assist with building accommodations.

National Life Safety Fire Code
-State has not adopted code, but the Fire Department has jurisdiction over the Centers.

Child Abuse and Neglect
-Contact local Department of Family Services office.

Local Contact
-Licensing staff located in district offices throughout the state.

Pending Legislation
-Changing the definition of educational facility to only provide program for children 3 and older.

NEBRASKA (NE)

Information
Supplied by: Pat Urzedowski, Interim Administrator
Child Care and Development
Department of Social Services
P.O. Box 95026
Lincoln, NE 68509
PHONE: (402) 471-9431
FAX: (402) 471-9455

Number and Definition of Regulated Programs

-678 licensed centers, which includes prekindergartens and religiously affiliated centers, but not nursery schools.
-Preschools are regulated separately, but if a preschool program is offered in addition to caring for children, the program is licensed as a center.
-Centers are defined as 13 or more children.

Requirements

-License required if you care for 4 or more children at any one time; preapproval inspection required by Dept. of Social Services, Fire Marshal and State Health Dept.
-License is for 2 years; fee is $25 for less than 30 children and $50 for 30 or more children; fees go to the general fund.
-Separate inspections required every 2 years by Health and Fire Departments.
-No general liability or professional liability insurance required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:6; preschool (3 years) - 1:10; preschool (4-5 years) - 1:12; school age - 1:15; mixed age groups - center wide ratio count.
-One person with CPR and first aid must be present at all times.

Unannounced Inspection Policy

-Unannounced inspections occur at mid-term in licensing period, at renewal and when complaints are registered.

Complaint Procedure

-Policy for an immediate closing of a day care center called "Emergency Orders" for situations which pose immediate threat.
-All other regulation violations require recompliance within 30 days or shorter.
-Child Care Assistance is notified if a center is closed or in serious non-compliance if that center is contracted with them; resource and referral agencies are notified as well as Child and Adult Care Food Program.

-Response within 5 days for complaints against licensed centers; 10 days for unlicensed ones.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Center director and teachers must be at least 19 years old; other support staff - 16 years old.
-Compliance with ADA in staff hiring is in the process of being revised in the regulations.

Staff Prescreening
-Prescreening tests required at the time of hiring: child abuse clearance and medical exam required.
-Voluntary criminal records background disclosure statement.
-Fingerprinting, TB skin test, chest x-ray, AIDS, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-Three written non-relative references are required for the licensee; 2 for teachers and assistant teachers.
-No policy regarding the requirements for the use of substitutes.

Staff Training
-Preservice education and/or experience is required for day care center directors, lead/head teachers, assistant teachers, and teacher aids. Not required for the dietician and kitchen staff.
-12 in-service training is required annually.
-CPR and first aid are separate preservice and/or in-service training requirements;
-No special training is required for infant care, care of children with disabilities, sick child care or drop-in care.

Child Documentation Policy
-No state guidelines for child enrollment; child's records must include name of parent(s), address, phone number, emergency contacts, etc.

Child Immunization Policy
-Immunization of all children in child care (including HIB) required.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written form required, but does not have to be notarized.

Swimming Pool Policy
-Guidelines include: All centers with swimming pools on the center premises shall comply with the Nebraska Swimming Pool Act and its subsequent rules and regulations. Centers using swimming pools not on center premises shall determine that the pool is licensed by the Department of Health; if the depth of the water in the pool is over 4 feet, a person who has satisfactorily completed a senior course in life-saving sponsored by the Red Cross, Boy Scouts, Girl

Scouts, YWCA, YMCA, or an institution of higher learning, shall be on duty at all times the pool is in use; the wading/swimming pool must be inaccessible to children in care when not in use by the center; the center shall not use natural bodies of water for swimming or wading activities.
-When a swimming or non-portable pool is in use (except in the case of organized swimming lessons), the following staff/child ratio must be maintained: For number of children with water not over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 2; 3 yrs. to kindergarten - 1 to 5; first grade and up - 1 to 8. For number of children with water over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 1; 3 yrs. to kindergarten - 1 to 3; first grade and up - 1 to 5.
-Staff member not required to have Red Cross lifesaving training. Pool lifeguard fulfills that requirement.

Transportation Policy
-Children must be in proper safety restraints, not exceeding the capacity seating of the vehicle, and with doors locked.

Infant Care Programs
-Additional requirements within the day care center regulations.
-There are no "infant only" centers.

Overnight Care Programs
-The special regulations for overnight care follow state and local fire codes regarding emergency lighting, etc.
-Approximately 50 centers provide overnight care.

School Age Care Programs
-No special regulations.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Subsidized child care available at local and district offices.

Programs for Children with Disabilities
-No special regulations.
-Compliance with ADA in providing services to children is currently in the process of being revised in the regulations.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-652-1999 to report suspected cases of child abuse or neglect.

Local Contact
-The local contact offices are the delegated authorities for fire marshal and health departments.

Pending Legislation

-New legislation (LB 510): Provisional license be issued to all newly licensed child care providers; Probationary license status be issued when program is in serious non-compliance. If there is no serious risk to safety or children or staff and plan of correction is developed for full compliance within six months; operating license be issued to existing providers who are in full compliance; and posting of all child care licenses.

NEVADA (NV)

Information
Supplied by: Patricia J. Hedgecoth
Chief of Licensing
Bureau of Services for Child Care
711 E. Fifth Street
Carson City, NV 89710
PHONE: (702) 687-5911
FAX: (702) 687-4722

Number and Definition of Regulated Programs

-**342** licensed centers.
-Number of regulated programs includes centers, preschools, nurseries, and centers which care for children with special needs.
-Religious affiliated centers regulated the same as any other center.

Requirements

-License required; preapproval inspection is required.
-Licenses are renewed annually; license fee for 13-50 children is $100; for 51-100 children - $150; for 101-150 children - $200; for 151-200 children - $250; for more than 200 children - $300.
-Fire safety, building code, and sanitation inspections required annually.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 37 1/2 sq. ft.
-Staff/child ratios varies depending on age of children; whenever one or more infants or toddlers are being cared for in a child care center, the licensee must have at least one caretaker on duty who is designated to provide that care.

Unannounced Inspection Policy

-Biannual unannounced inspections.

Complaint Procedure

-Policies that require immediate closing of a center are dependent of complaint.
-Some policies require only a warning, dependent of complaint.
-Length of time center has to come into compliance depends on complaint.
-Resource and referral agencies notified in writing if center is closed.
-Complaints registered against centers are responded to within 3 working days, or 24 hours if severe.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16.
-Centers referred to ADA requirements.

Staff Prescreening
-Fingerprinting and criminal records background check is required every 6 years for center staff; child abuse clearance is checked annually; TB skin test is required every 2 years or chest x-ray is required if needed.
-Medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring is allowed for center staff and the director, if the center is not new. If new, director/owner must have FBI clearance returned.
-3 written references required for director; written references not required for the rest of center staff unless required by hiring policies of the facility.
-Background checks, first aid, and TB screening required for temporary substitutes.

Staff Training
-Combination of preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides; no requirements for the dietician and kitchen staff.
-3 hours annual training required for center staff.
-Director is required to have special training in infant care if provided; training in the care of children with disabilities if provided; sick child care training requirements if provided.
-First aid is a separate preservice/in-service requirement.

Child Documentation Policy
-Center must maintain record for each child enrolled.

Child Immunization Policy
-Enrolled children must be immunized, including HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines for swimming pools are regulated by the Health Authority - No pools in centers exist to date.
-Child/staff ratio not affected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers that provide care to "infants only," defined as 0 - 2 years.
-There are 4 "infant only" centers in the state.

Overnight Care Programs
-Fire and health codes have regulations for overnight care.
-Centers do provide overnight care; 52 centers and homes.

School Age Care Programs
-No special regulations.

Sick Child Care Programs
-Separate regulations.

Subsidized Child Care Programs
-Is available; contact Welfare Division (702) 687-4760 or DHR Child Care Block Grant Office (702) 684-4400.

Programs for Children with Disabilities
-Separate regulations for caring for the care of children with disabilities.
-Complies with ADA requirements.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-992-5757.

Local Contact
-Las Vegas.

Pending Legislation
-Sanction bill in draft form; legislative session began January 1995.

NEW HAMPSHIRE (NH)

Information
Supplied by: Sharon Lee, Licensing Supervisor
Division of Public Health Services
Bureau of Child Care
6 Hazen Drive
Concord, NH 03301
PHONE: (603) 271-4624
FAX: (603) 271-3745

Number and Definition of Regulated Programs
-714 licensed centers.
-Number includes nursery schools, private kindergartens, school age programs and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 3 years; no license fee.
-Fire safety and building code inspection required once every 3 years; licensing or monitoring inspection required annually.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft; for 1/3 of the agency's license capacity; the number of children using the play area at one time does not exceed the number square footage for the rate of 50 sq. ft. per child.
-Staff/child ratios: 6 wks. to 12 mos. - 1:4; 13 mos. to 24 mos. - 1:5; 25 mos. to 35 mos. - 1:6; 36 mos. to 47 mos. - 1:8; 48 mos. to 59 mos. - 1:12; 60 mos. and older - 1:15; mixed age groups - ratio based on average age of group.
-Must have at least one person on the premises during operating hours trained in CPR and first aid.

Unannounced Inspection Policy
-Most receive one unannounced monitoring visit in 3 years.
-Unannounced visits are made when investigating complaints.

Complaint Procedure
-Laws that require immediate closing of a center exist.
-Time center has to come into compliance depends on the violation.
-Parents and resource and referral agencies are informed by letter on the day the center is closed, after appeals have been exhausted.

-Complaints that are registered against a center are responded to on the same day if it is a serious complaint; complaints that involve unlicensed agencies are investigated within one week; licensed agencies' investigation must be completed within 30 days.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for child care workers is 18; aides must be at least 16; no age limitation for teachers and directors.
-No information provided regarding compliance with ADA in staff hiring.

Staff Prescreening

-Center staff required to be prescreened by child abuse clearance, criminal background check, TB skin test, and medical examination; not required are fingerprinting, AIDS, drug and alcohol tests.
-No information provided regarding staff requirements for measles and/or HIB immunization.
-Conditional hiring allowed for 60 days.
-Written references are only required for center staff when there is a questionable background
-A temporary substitute who does not meet the education/ experience requirements for the position may not work more than 30 consecutive days.

Staff Training

-Directors required to have an Associate's Degree; lead/head teachers - 12 college credits; child care workers - 6 college credits; no requirements for teacher aides or dietician and kitchen staff.
-No annual in-service training required.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

-No specific state guidelines for child enrollment; however, no child may be enrolled who is under six weeks old, unless they attend for less than 12 hours per week.

Child Immunization Policy

-Enrolled children are required to be immunized on the first day of attendance; some exemptions allowed.
-HIB vaccines and boosters are required.

Discipline Policy

-Corporal punishment is prohibited. Discipline must be positive and teach the child to be self-disciplined.

Emergency Medical Consent Policy

-Written consent is required, but form does not have to be notarized.

Swimming Pool Policy
-No information provided.

Transportation Policy
-There are regulations concerning the transportation of children.

Infant Care Programs
-Separate regulation exist for center which serve infants.
-Rules exist for day care nursery programs.

Overnight Care Programs
-Rules exist for night care programs.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-None in New Hampshire.

Subsidized Child Care Programs
-Is available; contact Division of Human Services, (603) 271-4381 or Division of Children, Youth, and Families, (603) 271-4248.

Programs for Children with Disabilities
-Center required to have on-going consultation with parents, physician or other professionals and written information regarding meeting child's individual needs.
-No information provided regarding compliance with ADA.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Investigations conducted by licensing specialists and sometimes jointly with the Division of Children, Youth and Families and/or the police.

Local Contact
-No local contact offices; licensing is centralized.
-Call (603) 271-4624.

Pending Legislation
-To change the definition of child day care.
-To exempt certain programs from licensure including recreation, boys/girls club, drop in centers and certain Y programs.

NEW JERSEY (NJ)

Information
Supplied by: Richard Crane, Chief
DYFS, Bureau of Licensing
CN 717
Trenton, NJ 08625
PHONE: (609) 292-1018
FAX: (609) 292-6976

Number and Definition of Regulated Programs

-**2,600** licensed centers.
-Center is defined as 6 or more children under 13 years of age who attend for less than 24 hours a day.
-Nursery schools, prekindergartens, and religiously affiliated centers are included in this number; however, certain religiously affiliated centers that were operating before May, 1984, are "grandfathered" and permitted to receive a Certificate of Life/Safety Approval instead of a license. Centers operating for eight weeks or less are also permitted to receive such a certificate.

Requirements

-License required; preapproval inspection required.
-License is renewed every 3 years; fee varies by center capacity: 6-15 $100; 16-30 $125; 31-60 $150; 61-100 $175; 101 and up $200; money goes to General State Treasury Fund.
-Separate inspections required yearly by local Fire and Health Departments; building code inspection required once, to secure a Certificate of Occupancy. New centers are advised they must comply with barrier-free building codes.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft. for centers operating since 1989; 30 sq. ft. for centers in existence before 1989; outdoor - 150 sq. ft. minimum, plus 30 sq. ft. per child when more than 5 children use the space.
-Staff/child ratios: 0 to 18 months - 1:4; 18 months to 2 1/2 years - 1:7; 2 1/2 to 4 - 1:10; 4 to 5 - 1:15; 6 and school-age - 1:18.
-Current requirements recommend that a person with CPR training be at the center.

Unannounced Inspection Policy

-All inspections are unannounced, including initial, renewal, complaint and follow-up.

Complaint Procedure

-Policies exist that allow for immediate closing of a center in case of imminent or life threatening hazards - contact local code officials; contact parents; seek court to get injunction; send DYFS licensing staff to the center to make sure that the center complies with closing.
-Length of time center has to come into compliance depends on nature of infraction.
-Resource and Referral agencies are sent monthly licensing status reports on all centers, including centers that close and new ones that open.
-When complaint against a center is registered, written report is sent to centers after investigation is completed, follow-ups as necessary.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 14 for early childhood programs and 16 for school-age child care programs; 14 to 17 year olds must be directly supervised by an adult.
-Compliance with ADA in staff hiring involves encouraging centers to hire staff members with disabilities.

Staff Prescreening

-Staff required to be prescreened by Mantoux test for TB (or chest x-ray) and medical examination; statement is required regarding whether convicted of a crime.
-Fingerprinting, child abuse clearance, criminal records background check, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-2 written references (or verbal references documented) required.
-Centers required to have a substitute system.

Staff Training

-Preservice education and/or experience required for center directors, group teachers, lead/head teachers, and school-age child care program supervisors; no preservice education or experience required for assistant teachers, teacher aides, or the dietician and kitchen staff.
-While staff are required to have training, there is no requirement for annual in-service training.
-CPR/first aid not required;
-No special training required for infant care, care of children with disabilities, or drop in care.
-Sick child care special training required for each new staff member upon beginning work at the center and for all staff members annually.

Child Documentation Policy

-Specific documentation for child enrollment includes parents' home and work contacts, emergency contacts, permission for emergency medical treatment, and receipt of information to parents statement. Also, a child must meet certain health requirements.

Child Immunization Policy
-Enrolled children required to have current immunization, but not HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines for swimming pools include center compliance with building, health, and safety codes for pools at least 24" deep.
-Child/staff ratio not affected.
-One staff member required to have Red Cross lifesaving training or equivalent certification for pools at least 24" deep.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-More stringent staff/child ratios and sanitation procedures exist.
-There are centers providing care to "infants only," defined as under 2 1/2 years of age.
-There are 16 "infant only" centers in the state.

Overnight Care Programs
-Special regulations for overnight care address bedtime schedules, evening activities, sleeping equipment and sleeping garments.
-18 centers provide overnight care.

School Age Care Programs
-Regulations for these programs were adopted in May 1994.

Sick Child Care Programs
-Detailed requirements for programs caring for sick children, whether the program serves sick children exclusively or serves sick children as a component of a regular program.

Subsidized Child Care Programs
-Is available; contact Division of Family Development: (609) 588-2282.

Programs for Children with Disabilities
-More stringent ratios exist for ambulatory and non-ambulatory children with disabilities.
-Compliance with ADA in providing services to children involves encouraging centers to admit children with disabilities.

National Life Safety Fire Code
-New Jersey uses its own Uniform Fire Code (NJUFC).

Child Abuse and Neglect

-Contact 24 hour hotline: 1-800-792-8610. Also, in each county there is at least one phone number for a field office that will respond to cases during normal business hours.

Local Contact

-No local contact offices within the state.

Pending Legislation

-None.

NEW MEXICO (NM) **

Information
Supplied by: Stephen M. Borland, Chief
Child Care Licensing Bureau
Children, Youth & Families Dept.
P.O. Drawer 5160
Santa Fe, NM 87502
PHONE: (505) 827-7687
FAX: (505) 827-9978

Number and Definition of Regulated Programs
-515 licensed centers, which includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; fee is $55.00; fees goes into State General Fund.
-Initial building code inspection required; separate inspections required annually by Sanitation and Fire Departments.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft., 20% of the licensed capacity.
-Staff/child ratios: infants - 1:6; toddlers - 1:6; preschool - 1:12; school age - 1:15; mixed age groups - same.

-Unannounced Inspection Policy
-All receive unannounced monitoring visits except for the initial pre-opening survey.

Complaint Procedure
-Immediate closing of a center results in license suspension without prior hearing.
-The seriousness of problem determines whether or not it only requires a warning; length of time that center has to come into compliance determined by the seriousness of deficiency.
-Resource and referral agencies notified when a center is closed.
-Local offices respond within time limits from a protocol when a complaint is registered against a day care center.

Staff Qualifications
-Minimum age requirement for working in a center is 18.
-No state recommended salary schedule for center staff.
-Temporary substitutes must meet same requirements as staff.

Staff Prescreening
-Prescreening tests required at the time of hiring: fingerprinting, child abuse clearance, criminal background check,

and TB skin test; chest x-ray required if necessary.
-Medical examination, AIDS, drug and alcohol test not required.
-Conditional hiring is allowed prior to results of prescreening; no fixed time per FBI clearance.
-Three written references are required from previous employers.

Staff Training
-Preservice education is required for day care center directors. It is not required for lead/head teachers, assistant teacher, teacher aides, or the dietician and kitchen staff.
-24 hours in-service training is required annually.
-Special training required for care of children with disabilities and sick child care; no special training required for infant or drop-in care.
-First aid is required in addition to training hours.
-CPR recommended.

Child Documentation Policy
-Specific state guidelines for child enrollment exist.

Child Immunization Policy
-Enrolled children required to be immunized by, a schedule provided by the NM Dept. of Health, including HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Pools must be regulated and inspected; have permit from the Environment Department.

Transportation Policy
-Transportation of children regulations cover basic safety, seatbelts.

Infant Care Programs
-Separate regulations for centers which service infants are incorporated into general regulations.
-No "infant care only" centers.

Overnight Care Programs
-Special regulations for centers which provide overnight care, especially staff and equipment requirements.
-Are less than 24 hours.
-There are 3 centers which provide overnight care.

School Age Care Programs
-Separate regulations in addition to core day care standards.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Social Services Division, P.O. Drawer 5160, Santa Fe, NM 87502; (505) 827-8400.

Programs for Children with Disabilities
-Separate regulations for caring for children with disabilities; mainstreaming not required.

National Life Safety Fire Code
-Has been adopted as it pertains to child day care.

Child Abuse and Neglect
-Call (505) 827-8400.

Local Contact
-District I
Yvonne Otero/Louis Fernandez
10801 Lomas Blvd., NE, Suite 101, Albuquerque, NM 87112
(505) 841-4885/4886 FAX (505) 841-4891
-District II
Leroy Martinez
P.O. Box 5160, Santa Fe, NM 87502-5160
(505) 827-6262/9974(Message)
-District III
Nancy Joplin
2407 W. Picacho, Suite B-2, Las Cruces, NM 88005
(505) 524-6057 FAX (505) 524-6033
-District IV
Charles Patrick
#1 Jerry Smith Circle, Roswell, NM 88202
(505) 347-0426 FAX (505) 347-5545

Pending Legislation
-None.

** Information not reverified.

NEW YORK (NY) **

Information
Supplied by: Suzanne Sennett, Director
Bureau of Early Childhood Services
Department of Social Services
40 North Pearl Street
Albany, NY 12243
PHONE: (518) 474-9324
FAX: (518) 474-9617

Number and Definition of Regulated Programs
-**2,216** licensed centers.
-Number includes those nursery/preschools/prekindergartens and religiously affiliated centers which meet the definition of a child day care center and therefore are required to be licensed.
-Programs not required to license may do so voluntarily. Nursery schools can also register voluntarily with the State Department of Education.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed at least every 2 years; no license fee.
-Fire safety inspection required annually; building code inspection required initially and with change of usage or expansion; zoning approval required at initial licensure; health, fire detection system, and heating system inspections required at initial licensure and renewal; test of private water supply required at initial licensure and renewal.
-General liability insurance required; professional liability insurance not required.

Regulations (New York City has separate regulations.)
-Space requirements per child: indoor - 35 sq. ft. and additional space for cribs; outdoor - adequate for outdoor play.
-Staff/child ratios: 6 weeks to 1 1/2 years - 1:4; 1 1/2 years to 3 years - 1:4 or 1:5; 3 years - 1:6 or 1:7; 4 years - 1:7 or 1:8; 5 years - 1:8 or 1:9; 6 years to 10 years - 1:10; 10 years through 12 years - 1:15; Ratio varies with group size.

Unannounced Inspection Policy
-The Department is authorized by law to make unannounced and announced inspections of the records and the premises of any child day care provider.

Complaint Procedure
-Call Child Care Complaint Line for Regulatory Complaints: 1-800-732-5207.
-There are policies on immediate closing of a child day care center (suspension of license) upon finding that the public health or a child's safety is in imminent danger.

-For all other violations, the Department must advise the child day care provider in writing of the violations within 10 days and require the provider to correct the violations. If the provider fails to correct the violations within 30 days after notice, the Department may begin enforcement action.
-Resource and referral agencies are notified when a child day care center is closed.
-When a complaint is registered against a child day care center, which if true would indicate a violation of statute or regulation, to the maximum extent possible, an unannounced site inspection must be made within 15 days or the next day in the case of imminent danger.

Staff Qualifications
-No state recommended salary schedule for child day care center staff.
-Minimum age requirement for working in a child day care center is 16; no person under 18 years of age is permitted to be left alone to supervise a group of children.
-Compliance with ADA in staff hiring means that child day care centers must comply with all applicable state and federal laws relating to equal employment opportunities.

Staff Prescreening
-Staff required to be prescreened by child abuse and maltreatment clearance; Mantoux or other TB skin test (or chest x-ray), and medical statement must be performed prior to employment and biennially; only attestment by the applicant required for criminal records background check.
-Fingerprinting, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required for child day care center staff.
-Conditional hiring prior to results of child abuse and maltreatment clearance is allowed but no contact with children is permitted without direct supervision by staff members already cleared.
-3 references required, including at least one personal reference and at least one employment reference.
-Substitutes must be screened for any record on the statewide central register as the subject of an indicated child abuse or maltreatment report. New legislation permits child care resource and referral agencies to screen child day care center substitutes for child abuse and maltreatment.

Staff Training
-Preservice education and experience required for child day care center program director and heads of group. Preservice education or experience required for assistants to heads of group.
-15 hours biennial in-service training required for child care center staff.
-CPR/first aid is not a separate preservice and/or in-service training requirement.

-Heads of group for children 6 weeks to 3 years of age required to have special training for infant care; special training in care of children with disabilities required as needed; sick child care and drop in care are not currently categories of regulated care.

Child Documentation Policy
-There are specific regulatory requirements for the admission of children, including medical examination, parental consents, and exchange of information.

Child Immunization Policy
-Immunizations, including the HIB immunization, are required for enrollment.

Discipline Policy
-Corporal punishment and humiliating or frightening methods of control and discipline are prohibited.

Emergency Medical Consent Policy
-Written parental consent is required at the time of admission, but signatures are not required to be notarized.

Swimming Pool Policy
-Guidelines include: pools must be constructed, maintained, staffed, and used in such a manner as will safeguard the lives and health of children and must be operated in accordance with all state and local laws; pools operated by child day care centers must be barricaded.
-Child/staff ratio is affected to fit the state health code requirement.
-Staff required to have Red Cross lifesaving training under the state health code requirement.

Transportation Policy
-Regulations governing transportation focus on parental consent and on the safety of children beyond the routine requirements for motor vehicles in New York State.

Infant Care Programs
-There are some special provisions for the care of children under the age of 3 years in the areas of diapering, feeding, program, staff training and preservice experience, equipment and space. A registered nurse must visit the center to instruct staff on the care of infants and toddlers.
-There are centers that provide care to "infants only," defined as 6 weeks to 18 months or 3 years; there are a limited number of "infant only" centers in the state.

Overnight Care Programs
-Special regulations for overnight care are currently under study.
-No centers provide overnight care.

School Age Programs
-There are separate regulations for before and after school programs, termed school-age child care programs in New York State, which may also operate during the summer and school holidays and vacations.

Sick Child Care Programs
-Child day care center regulations include requirements for the care of children who become ill at the center. Children with contagious or communicable disease cannot be admitted. Regulations for the care of mildly ill children and moderately ill children are currently under consideration.

Subsidized Child Care Programs
-Subsidized child care is available in New York State. For information contact George Ciezkowski, Bureau of Early Childhood Services, New York State Department of Social Services, 40 North Pearl Street, Section 11-B, Albany, New York 12243, telephone: (518) 474-9324.

Programs for Children with Disabilities
-There are no separate regulations on caring for children with disabilities but provision must be made to address the child's individual needs. A child day care center may not refuse to admit a disabled child who otherwise is eligible for admission if a space is available, the child could benefit from participation in the program and reasonable modifications can be made in the premises and/or program to accommodate the child. This is in compliance with the ADA in providing services to children.

National Life Safety Fire Code
-Parts of the National Life Safety Fire Code are referenced in the New York State Uniform Fire Prevention and Building Code.

Child Abuse and Neglect
-Call 1-800-342-3720 to report suspected cases of child abuse or maltreatment.

Local Contact
-There are 7 regional offices which license child day care centers.

Pending Legislation
-None.

** Information not reverified.

NORTH CAROLINA (NC)

Information
Supplied by: Stephanie Fanjul, Director
Division of Child Development
P.O. Box 29553
Raleigh, NC 27626-0553
PHONE: (919) 662-4499
FAX: (919) 662-4569

Number and Definition of Regulated Programs
-3,391 licensed centers.
-If a nursery school, prekindergarten or religiously affiliated center meets the definition of day care and is required to be licensed, it is included in the number.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee; the State Department of Revenue collects a privilege license tax based on licensed capacity.
-Fire safety inspection required initially and annually thereafter; building code inspection required initially and when major renovations are done; sanitation inspection required initially and annually.
-General and professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 25 sq. ft. minus halls, closets, bathrooms; outdoor - 75 sq. ft. with a minimum of space for 30 children.
-Staff/child ratios: up to one year old - 1:5; 1 to 2 year olds 1:6; 2 to 3 year olds - 1:10; 3 to 4 years old - 1:15; 4 to 5 years old - 1:20; 5 year olds - 1:25.
-CPR and first aid are required so that there is always at least one person present during operating hours who has child CPR certification and has successfully completed a course in basic first aid in the last 3 years; may be counted as in-service.

Unannounced Inspection Policy
-At least once per year and whenever a complaint is filed; this is in addition to announced renewal visits.

Complaint Procedure
-No policies that require immediate closing of a center; summary suspension of a license is an option, which would mean immediate closure unless a stay was obtained; a hearing is required 5 days after suspension is ordered.
-Violations that have been corrected and/or have not occurred previously require only a warning.

-Resource and referral agencies are not notified when a center is closed; automated system is in process of being set up to link this office with R and R's.
-When a complaint is registered against a center, a consultant must investigate within 30 days after receiving the complaint and take appropriate action; for abuse/neglect, mandated response time is within 7 days for child care licensing agency; Dept. of Social Services must respond within 3 days for abuse/neglect in child care setting.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for operator, director/administrator - 21 years old; minimum age requirement for teacher - 18 years old; minimum age requirement for teacher's aide - 16 years old.
-All programs must comply with ADA in staff hiring. State provides technical assistance, but does not monitor.

Staff Prescreening
-Center staff required to have either TB skin test or chest x-ray initially and annually thereafter; initial medical examination required and annual health questionnaire must be completed.
-Staff not required to be prescreened by fingerprinting, child abuse clearance, criminal records background check, AIDS test, HIB and measles immunizations, or drug and alcohol test.
-No one convicted of child abuse or neglect or moral turpitude may work in child care. Records are checked only when reason to believe necessary.
-No written references required for center staff.
-Temporary substitutes at a minimum must be 16 years old and literate. If 16 and 17, must work under direct supervision of a qualified teacher who is at least 21 years old.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-Annual in-service training required for center staff; number of hours of training depends on education/experience of staff person.
-No special training for infant care, care of children with disabilities, sick child care, and drop in care.

Child Documentation Policy
-Enrolled children must have complete application with identifying and emergency medical information.

Child Immunization Policy
-Enrolled children must be immunized, including HIB immunization; exemptions for religious beliefs.

Discipline Policy
-Corporal punishment is not allowed. Exception: church operated/religious sponsored facilities may spank children with parents permission when spanking is deemed part of religious

beliefs of church/denomination. Center must have written discipline policy.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized for centers, only for family day care homes.

Swimming Pool Policy

-Guidelines for swimming pools are as follows: (a) Except as provided in (b) of this Rule, when children participate in swimming or other aquatic activities, a person who has a current life saving certificate, issued by the Red Cross or other issuing entity approved by the Section, appropriate for both the type of body of water and type of aquatic activities shall be present to supervise the children in or near the water and shall not be counted in the staff/child ratio; (b) A person with lifeguard certification is not required when there are no more than 12 children present and the body of water has no portion deeper than 30 inches and the total surface area is not more than 400 square feet. The children shall be supervised by at least one adult who is certified to perform cardiopulmonary resuscitation appropriate for the ages of children in care; (c) The staff/child ratios set forth in G.S. 110-91(7) shall be maintained whenever children participate in swimming activities, including swimming instruction; (d) Any swimming pool deeper than 18 inches which is located on the day care center premises shall be enclosed by a fence and must be separated from the remaining outdoor play area by that fence.
-Child/staff ratio is unaffected.
-Based on above information, a staff member required to have Red Cross lifesaving training could be the individual mentioned in (a) - as long as the staff member is not counted in child/staff ratio.

Transportation

-Vehicles must meet state safety inspection standards; driver must have license for type of vehicle being driven; staff/child ratio must be maintained; appropriate child restraints must be used.

Infant Care Programs

-Separate regulations for centers which provide care to infants, such as nutrition, ratios, activities, staff interactions and equipment.
-There are centers that provide care to "infants only," defined as under age 3.
-The number of "infant only" centers in the state is unknown.

Overnight Care

-Special regulations include some building code requirements, such as lighted exit signs, and some variances regarding activities and mealtimes. Also must have beds or cots with 4" mattresses.
-Exact number of centers providing overnight care unknown.

School Age Programs
-Specific regulations for activities and ratios for school-age children exist.

Sick Child Care Programs
-Separate regulations for caring for mildly-ill children.

Subsidized Child Care Programs
-Any licensed center may provide subsidized care if selected by parent.

Programs for Children with Disabilities
-The Division of Mental Health, Mental Retardation, and Substance Abuse Services certifies programs for developmentally disabled children.
-All centers must comply with ADA in providing services to children. State provides technical assistance, but does not monitor.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact Christine Carroll at the Division of Child Development: (919) 662-4527.

Local Contact
-No local contact offices; consultants work out of their homes.

Pending Legislation
-Proposed criminal record background checks for all day care staff.
-Increased payment rate for subsidized day care.
-Statewide resource and referral and lowering eligibility levels for clients in subsidized care.
-NOTE: Due to changes in legislative make-up any or all may be dropped.

NORTH DAKOTA (ND)

Information
Supplied by: Corinne Bennett
Children and Family Services
Department of Human Services
State Capitol Building
Bismarck, ND 58505-0250
PHONE: (701) 328-4809
FAX: (701) 328-2349

Number and Definition of Regulated Programs
-76 licensed centers.
-Religiously affiliated centers are included in this number, but nursery schools and prekindergartens are not.

Requirements
-License required; preapproval inspection is required.
-Option for one or two year license; same number of visits occur.
-License fee used for salaries of licensing staff, fringes, mileage, training of licensing staff and providers.
-Fire safety, Building Code and Health and Sanitation inspections required annually.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: up to 24 months - 1:4; 2 year olds - 1:5; 3 year olds - 1:7; 4 year olds - 1:10; 5 year olds - 1:12; 6-12 year olds - 1:18.
-Staff member who meets current certification requirements in basic CPR is required to be on duty at all times when children are receiving care.
-A smoke-free facility should be maintained.

Unannounced Inspection Policy
-Some monitoring visits are unannounced.

Complaint Procedure
-No policies that require immediate closing of center - would depend on the circumstances.
-Center has 20-60 days to come into compliance depending on the violation.
-Resource and referral agencies notified when a center is closed; upon revocation of a license, the information is public.
-Abuse and Neglect reports handled by Protective Services; Rule Violations are handled by licensing staff; on site visits occur.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Child care worker must be at least 14 years of age; parental consent required between 14-16; no person under age 18 can be left to care for the children without adult supervision.
-With regard to staff hiring, centers are provided with information about compliance with ADA.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance; fingerprinting is optional.
-Criminal background check, TB skin test, chest x-ray, medical examination, AIDS test, and drug and alcohol tests are not required - self certification form is used.
-Measles and HIB immunization not required for staff.
-Conditional hiring is not allowed.
-No written references required.
-Backup staff have background checks for abuse and neglect and must be trained to center operations.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, and assistant teachers - must meet minimum standards; no requirements for teacher aides, or the dietician and kitchen staff.
-10 hours annual in-service training required.
-No special training for the care of infants, of children with disabilities, or sick care.

Child Documentation Policy
-Child health forms, child immunization forms, and a child information form are provided by parents to provider.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB.

Discipline Policy
-Children must not be subjected to physical harm or humiliation. No child may be punched, spanked, shaken, pinched, bitten, roughly handled, or struck by caregiver or any other adult in the center.
-Discipline must be constructive or educational in nature and may include diversion, separation from problem situation, talk with child about the situation, praise for appropriate behavior, and gentle physical restraint such as holding.
-Verbal abuse or derogatory remarks about the child, the child's family, race, religion, or profane, threatening, or abusive language may not be used when addressing children or in the presence of children.
-Separation, when used as a discipline, must be brief and appropriate to the child's age and circumstances, and the young child must be in a safe, lighted, well-ventilated room within hearing of an adult.
-No child may be physically punished for lapses in toilet training.

-Deprivation of meals may not be used as a form of discipline or punishment.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-All swimming pools must be approved by Department of Health and Consolidated Laboratories, Division of Water Supply and Pollution Control.
-Operational practices for staff governed by that agency.
-Center child/staff ratio not affected.

Transportation Policy
-Center operator shall establish a written policy governing the transportation of children to and from the child care center, if the center provides transportation. Such a policy shall specify who is to provide transportation and how parental permission is to be obtained for special field trips and related activities which occur outside the child care center.
-When center provides transportation, parents shall be informed of any insurance coverage on vehicles.
-All vehicles must meet state operational requirements.

Infant Care Programs
-Special additional regulations.
-"Infant only" centers exist, but no information available on the number.

Overnight Care Programs
-Special additional regulations.
-Some centers do provide overnight care, but no information available on the number.

School Age Care Programs
-Special additional regulations for before and after school programs; further rules are being developed.

Sick Child Care Programs
-No information available.

Subsidized Child Care Programs
-AFDC/Transitional/Protection Service, and Crossroad - child care for adolescent parents to continue their education.
-Child Care Assistance Program (CCDBG); also Prime Time (for families at risk).

Programs for Children with Disabilities
-Special additional regulations.
-Centers provided with information regarding compliance with ADA.

National Life Safety Code
-Has not been adopted.

Child Abuse and Neglect
-Call the local county social service office.

Local Contact
-Contact county social services for licensing issues.

Pending Legislation
-A Bill relating to the suspension of an early childhood facility license during a child abuse or neglect investigation.
-A Bill forbids NDDHS to issue a license or provide registration for child care to any person who has been denied a license because of Child Abuse/Neglect Probable Cause Determination- Provides a penalty (Class B misdemeanor) for providing Early Childhood Services to other than members of the family if registration or license has been denied.
-A Bill which changes the Uniform Juvenile Court Act to allow the DHS to have access to records for purpose of conducting background checks for licensure purposes.

OHIO (OH) **

Information
Supplied by: M. Pauline Hosenfeld, Chief
Child Day Care Licensing Section
Department of Human Services
65 E. State Street, 5th Floor
Columbus, Ohio 43215
PHONE: (614) 466-3822
FAX: (614) 466-0164

Number and Definition of Regulated Programs
-3,324 licensed centers.
-Nursery schools and preschools are licensed the same as full day programs; some school-operated programs are regulated by ODE.
-Number of licensed centers includes nursery schools, prekindergartens and church affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every two years; initial fee is $100, renewal fee is $50; goes to state's general treasury fund.
-Fire safety inspection required annually; building code inspection required once initially; health (food service license) required annually.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.
-Staff/child ratios: infants - 1:5 & 1:6; toddlers - 1:7 & 1:8; preschool - 1:12 & 1:14; school age - 1:18 & 1:20; mixed age - age of youngest child determines the staff ratio of the group.

Unannounced Inspection Policy
-At least one of the two mandated monitoring visits must be unannounced; both may be.

Complaint Procedure
-No policies that require immediate closing of a day care center.
-No policies that require only a warning; a reasonable period of time given for a center to come into compliance.
-Resource and referral agencies are notified of center closings by staff contact.
-Complaints against a center are prioritized and investigated.

Staff Qualifications
-Minimum age requirement for working in a center is 18, unless student is in vocational child care program.
-Substitutes must meet all requirements of staff members.
-No information available regarding ADA in staff hiring.

Staff Prescreening
-Each staff member required to sign a statement that he/she has not been convicted of or pleaded guilty to child abuse or other crimes of violence; fingerprinting, criminal records background check, TB skin test or chest X-Ray, measles immunization, and medical examination required.
-Child abuse clearance and HIB immunization not required.
-Ohio law does address conditional hiring in day care with a records check.
-3 written references required from individuals not related to the potential employee.

Staff Training
-Preservice education and experience required for center administrators; high school diploma, GED, or Vo-Tech training course required for all other child care center staff.
-Each child care center staff member must obtain 15 hours of in-service training annually until a total of 45 hours of training have been completed unless the staff member shows evidence of completion of an associates degree or higher in CD or ECE from a college or university, or a CDA Credential.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-First aid training required as a part of the in-service training.

Child Documentation Policy
-Center must have on each enrolled child: emergency medical information, record of immunizations, emergency contact information, record of physical exam, health history, disease history, chronic or special health needs, list of allergies.

Child Immunization Policy
-Children must have up-to-date immunizations or be in process in order to be enrolled; including HIB immunization.

Discipline Policy
-Corporal punishment is allowed if parent gives written permission; no discipline shall be imposed for failure to eat, sleep or toilet accidents; discipline shall not include withholding food, rest, or toilet use; techniques of discipline shall not humiliate, shame, or frighten a child.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Center requires written permission from parent or guardian before child can participate in water activities in water two or more feet in depth; Permission includes child's name, whether child is swimmer or nonswimmer, and if child is granted permission to participate.
-Bodies of water two or more feet in depth will be made unaccessible to children if adult supervision unavailable.

-Child/staff ratio must meet the state's regulations; lifeguards at the pool cannot be counted.
-Someone with Red Cross lifesaving training is needed; may be a pool employee instead of center employees.

Transportation Policy
-Regulations regarding the transportation of children exist; a staff person trained in first aid must be present.

Infant Care Programs
-Special regulations regarding kind of facility, daily program, caregivers, hygiene and diapering, feeding and crib arrangement.
-"Infant only" centers provide care to infants ranging in age from birth to 18 months.
-Exact number of "infant only" centers not available.

Overnight Care Programs
-No special regulations for overnight care.
-Some centers do provide overnight care, though the exact number is not available; only a few do 2nd shift (3 - 11 pm); Much fewer do 3rd shift (11 pm - 7 am); Families do not seem to use the service even when offered.

School Age Care Programs
-Separate rules of school age programs adopted in 1992.
-School age programs are those which care for children aged kindergarten and above.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Bureau of Child Care, DHS, 65 E. State St., 5th Floor, Columbus, OH 43215; (614) 466-1043.

Programs for Children with Disabilities
-A center providing care for a child with a disability or who requires treatment for health conditions shall do so in accordance with a written medical/physical care plan for the care of the child. This plan must be approved by both the child care staff member with primary responsibility for the child and parent, as well as the center administrator.

National Life Safety Fire Code
-Not adopted for day care; only for long term care facilities which are regulated by the Department of Health.

Child Abuse and Neglect
-Cases of child abuse and neglect are handled by Children Services Boards or County Human Services Departments located in 88 counties around the state; each county has its own agency for handling complaints; a phone call to one of the five district offices will lead to an appropriate referral.

Local Contact
-The state has regional districts around the state (Columbus, Cleveland, Cincinnati, Canton, and Toledo).

Pending Legislation
-None.

** Information not reverified.

OKLAHOMA (OK)

Information
Supplied by: Nancy vonBargen
Department of Human Services
P.O. Box 25352
Oklahoma City, OK 73125
PHONE: (405) 521-3561
FAX: (405) 557-1573

Number and Definition of Regulated Programs

-1,655 licensed centers.
-Nursery schools and prekindergartens not included in the number of licensed centers; religiously affiliated centers included.
-If a program operates less than 15 hours a week, licensure is not required.

Requirements

-License required; minimum of 3 monitoring visits required prior to licensure.
-No license fee and licenses are renewed every 2 years.
-Separate inspections are required by Fire and Health (Food Service and Sanitation) Departments; building code inspections required only if city codes require it.
-General or professional liability insurance not required; only transportation liability required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.; play space only is counted.
-Staff/child ratios:
 -Infants (0 through 9 months) - 1:4; maximum group size - 8.
 -Toddlers (10 through 23 months) - 1:6; maximum group size - 12.
 -Two year olds - 1:8; maximum group size - 16.
 -Three year olds - 1:12; maximum group size - 24.
 -Four and five year olds - 1:15; maximum group size - 30.
 -Six year olds and over - 1:20; maximum group size - 40.

OR

 -0 - 35 months - 1:6 (No more than two under 10 months per staff)
 -0 - school-age - 1:8 (No more than two under 2 years per staff)
 -2 - school-age - 1:12 (No more than four 2 year olds per staff)
 -3 - school-age - 1:15 (No more than six 3 year olds per staff)
 -4 - school-age - 1:18 (No more than eight 4 year olds per staff)
-There must be staff on the premises with pediatric first aid, including rescue breathing and first aid for choking.

Unannounced Inspection Policy

-There are a minimum of 3 unannounced monitoring visits each year.

Complaint Procedure

-An emergency order through licensing policies or injunction through the District Attorney may be obtained if children at risk.
-Non-compliance is documented and centers are informed if non-compliance is jeopardizing their license.
-Length of time center has to come into compliance depends on the seriousness of the violation - anywhere from one day to one year.
-Resource and referral agencies are notified of all case closures.
-Complaints registered against a center are investigated; parents who request a follow-up are recontacted after the investigation is completed.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement: director, 21 years; lead teacher, 19 years; teacher, 18 years; assistant teacher,16 years.
-Compliance with ADA in staff hiring is reinforced through contracts for services that prohibit discrimination.

Staff Prescreening

-TB skin test required for center staff upon employment; chest x-ray required if positive skin test reaction; criminal records background checks on new staff are required.
-Child abuse clearance is not required, but staff must sign statement regarding involvement in an investigation, convictions or pleading guilty and a release permitting a full background check.
-Fingerprinting, medical examination, AIDS test, HIB and measles immunizations, drug & alcohol tests not required; TB test required upon employment.
-3 references other than relatives required on the director.
-3 references must be obtained by the director on all staff, including previous employers; references required prior to employment.
-Permanent substitute staff must meet all requirements.

Staff Training

-All staff must receive detailed orientation within one week of employment; 5 options exist involving education and experience required for directors of centers licensed for less than 60; 8 options exist for directors of centers licensed for 60 or more; teachers must all be High School graduates; no preservice educational and/or experience requirements for the dietician and kitchen staff.
-12 hours annual training required for teachers; 20 hours annual training for directors.
-No special training is required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

-Required health records and attendance records for all children.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB immunization.

Discipline Policy
-Corporal punishment is one of ten prohibited activities.

Emergency Medical Consent Policy
-Only permission authorizing center to transport child to emergency medical care is required and does not have to be notarized.

Swimming Pool Policy
-Swimming pools must meet requirements for public bathing places.
-Child/staff ratio affected: under 2 - 1:1; 2 years of age - 1:2; 3 years of age - 1:6; 4-5 years of age - 1:7; six years of age and over - 1:10.
-Staff required to have certified lifeguarding training or there must be a certified lifeguard.
-Prohibited swimming and boating in lake or pond, use of saunas, spas or hot tubs, and portable wading pools.

Transportation Policy
-Detailed regulations for the transportation of children, including mandatory passenger restraints.

Infant Care Programs
-No separate regulations for centers which serve infants, but there is a section that addresses infant/toddler care, including feeding, diaper changing, toilet learning and program.
-No centers provide care to "infants only."

Overnight Care Programs
-Special regulations include: staff ratio in compliance with child/staff ratio; all staff members must be awake at all times; emergency lighting devices must be installed throughout centers; sleeping accommodations restricted to ground floor areas; breakfast must be available to children who spent the night; cots with pad, pillow and necessary bedding provided; provisions made for bathing and brushing of teeth; centers will not keep children for more than 24 continuous hours; centers providing overnight care must meet state-adopted building codes.
-Approximately 1% of centers provide overnight care.

School Age Care Programs
-Separate regulations for programs only serving school-age children are being drafted.
-Current center requirements have a section on school-age care as well as differential equipment, supervision and meal service requirements.

Sick Child Care Programs
-Both the law and regulations limit care of sick children.

Subsidized Child Care Programs
-Is available; contact Charlesetta Combs, Family Support, Dept. of Human Services, (405) 521-3431.

Programs for Children with Disabilities
-There is a section on center requirements that addresses care of children with disabilities.
-Compliance with ADA in providing services to children is reinforced through contracts for services that prohibit discrimination.

National Life Safety Fire Code
-Has been adopted; local building codes enforced; when no local exists, state-adopted code is enforced.

Child Abuse and Neglect
-Report to local county offices or to statewide hotline (1-800-522-3511).
-Post child abuse reporting requirement.

Local Contact
-61 field staff located in 38 of the 77 counties in the state.

Pending Legislation
-Requirements for part-day programs become effective by July 1995.

OREGON (OR)

Information
Supplied by: Karen Moffat, Licensing Manager
Child Care Division
Employment Department
575 Union Street, NE
Salem, OR 97311
PHONE: (503) 378-3178
FAX: (503) 378-5417

Number and Definition of Regulated Programs
-860 licensed centers.
-Centers have 13 or more children; preschools (4 hours per day or less) are not licensed; number of licensed centers includes religiously affiliated, not nursery schools & prekindergartens.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; license fee is $25.
-Fire safety and sanitation inspections required annually; building code inspection required initially and if building is remodeled.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft., for at least 1/3 the capacity.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool - 1:10; school age - 1:15; mixed age - ratio of lowest age in group.
-One person required on premises at all times with current first aid certification.

Unannounced Inspection Policy
-An attempt is made to make one unannounced monitoring visit per year, but not all centers are visited by drop in.

Complaint Procedure
-Center can be closed immediately by suspension if children are in danger.
-Operators get a warning of any pending legal action, except suspension; receive a warning unless children are endangered.
-Centers have maximum of 6 months to come into compliance under a temporary certificate.
-Resource and referral's notified by telephone if center is closed.
-Regulatory complaints are handled by the center's certifier.

Staff Qualifications
-No state recommended salary schedule.
-Minimum age requirement for teacher aides is 16; minimum age requirement for remaining staff is 18.
-Basic EEOC laws apply.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance and criminal records background check.
-Fingerprinting, TB skin test, chest x-ray, medical exams, AIDS, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring allowed prior to results of prescreening for 30 days (to do state criminal record checks).
-3 written references required for center directors.
-Criminal record checks must be done for temporary substitute if he/she works more than 30 days.

Staff Training
-Center directors required to have 1 year experience or training in management or supervision; lead/head teacher required to have 2 years experience or training in ECE or child development; teachers required to have 1 year experience or training; no requirements for teacher aides or other support staff.
-15 clock hours annual training required.
-No special training for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Certain records must be maintained for each enrolled child.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Swimming Pool Policy
-Center operator must make requirements of swimming facility known to all staff working directly with children
-Number of staff with the children shall be determined by the ages of the children, their swimming ability, depth of the water, and type of activity; in addition to center staff, parents, volunteers and, sometimes, pool personnel may be counted in meeting required child/staff ratio; pool personnel counted for instructional swimming, recreational swimming when only day care children in the water, and recreational activities when other children in the water, but pool personnel only watching day care children; all persons counted in child/staff ratio shall be able to swim if water is more than 48 inches deep, and dressed for swimming.
-For group of 1-15 non-swimming children, for group of 1-30 beginning swimmers, and each additional group of non-swimmers and/or beginners participating in water activities, there must be at least one person meeting these qualifications: Holds current American Red Cross Advanced Life Saving or Lifeguard Training Certificate, YMCA Senior Lifeguard, or equivalent; completed

cardiopulmonary resuscitation training that includes infant and child resuscitation; and is familiar with safety equipment at the swimming facility.
-Swimming pool or wading pool operated by center must comply with Oregon State Health Division's Public Swimming Pool Rules (OAR 333-60-005 through 333-60-225
-Written medical emergency procedure with current emergency numbers posted at swimming area or in possession of staff person; first aid supplies in a designated place available at all times; center must make necessary modifications of requirements based on needs for developmentally disabled child.

Transportation Policy
-Separate regulations for the transportation of children exist.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers in the state which provide care to "infants only," defined as 0 to 30 months.
-There are about 25 "infant only" centers in the state.

Overnight Care Programs
-During hours of night care, child/staff ratio shall be maintained; there will be at least two staff persons present at all times, at least one awake at all times; no one allowed to enter except authorized persons; center shall provide staff training for evacuating sleeping children in emergencies; emergency lighting in each room used by children.
-Center will provide activities for children according to age and interests; quiet time activities before bed for each child; toys and equipment available for the needs of each child; activity area away from sleeping children for awake children; space must be arranged so children can go to sleep at various times; all sleeping rooms require two usable exits; children spending majority of sleep hours in care shall have crib, cot or mat with bedding; children shall not share beds; beds will have linens, cleaned with new occupants or once a week; children will have individual toiletry items; evening meal and breakfast available to those children in care at that time.
-There are no centers providing overnight care.

School Age Care Programs
-School age children have opportunities to choose from: a) indoor and outdoor group activities; b) individual projects including homework; c) rest or relaxation. The center is required to have activities and equipment appropriate for school age children.

Sick Child Care Programs
-Separate regulations for caring for sick children.

Subsidized Child Care Programs
-Is available; contact Larry Shadbolt, Adult and Family Services, Human Resources Building, Salem, OR, 97310; (503) 945-6072.

-Special populations - teen parent, A&D migrant - contact Gary Scott, Child Care Division, (503) 378-3178.

Programs for Children with Disabilities

-No separate regulations for caring for children with disabilities; mainstreaming is not required, but discrimination is precluded.
-ADA is advertised by Oregon Disabilities Commission, 1275 Ferry St. SE., Salem, OR 97310, (503) 378-3142.

National Life Safety Fire Code

-Uniform Fire Code and Uniform Building Codes are adapted as working codes and are required for operators to get required permits.

Child Abuse and Neglect

-Contact the local CSD branch offices or any law enforcement agency; for statewide information, call (503) 378-4722.

Local Contact

-Staff assigned by regions.

Pending Legislation

-None.

PENNSYLVANIA (PA)

Information
Supplied by: Susan Miller, Chief
Licensing Division Program Specialist
OCYF, Bureau of CDC Services
P.O. Box 2675
Harrisburg, PA 17105
PHONE: (717) 787-8691
FAX: (717) 787-1529

Number and Definition of Regulated Programs

-3,029 certified day care centers.
-Nursery schools are licensed by PA Department of Education, child care provided before and after nursery school hours falls under the jurisdiction of the Department of Welfare day care services; prekindergartens would come under either of these two departments day care services, depending on the services provided, length of program, and ages of children serviced.
-Religiously affiliated centers are under the jurisdiction of the day care regulations may be certified.

Requirements

-Certification required; initial inspection, annual inspection and follow-up inspection for areas cited as noncompliant.
-Certifications are renewed annually; no fee.
-Fire safety and building code inspection required initially and at relocation, construction or modification.
-General liability insurance required; no professional liability insurance required.

Regulations

-Space requirements per child: indoor - 40 sq. ft.; outdoor - 65 sq. ft. with some exceptions.
-Staff/child ratios: infants 1:4; young toddlers - 1:5; older toddlers - 1:6; preschool - 1:10; young school age - 1:12; older school age - 1:15; mixed age groups - depends on the age level of the youngest child in the group.

Unannounced Inspection Policy

-Random basis or as an unannounced follow-up visit after a complaint allegation.

Complaint Procedure

-Negative sanctions usually provide the right to operate during appeal; injunctive relief and emergency closure are available in situations where gross violations of the law or regulations have occurred.
-No policies that require only a warning; when noncompliance with regulations is cited, the provider has an opportunity to correct.

-Length of time center has to come into compliance varies, depending on the violation.
-Resource and referral agencies are notified when a subsidized center is closed; a facility provides subsidized care, the local management agency is informed to cease referrals to the facility.

Staff Qualifications
-No state recommended salary schedule for center staff.
-All staff positions require previous education and/or experience.
-Minimum age requirement for staff - 18 years, unless extensive high school training in a child care curriculum is completed.
-Facilities are required to comply with provisions of ADA in hiring staff.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal background check, and medical examination including TB test or chest x-ray as ordered by the physician.
-HIB and measles immunization not required.
-Fingerprinting, AIDS test, and drug and alcohol tests are not required.
-2 written references required from non-relatives.
-30 day conditional hiring is permitted pending child abuse and criminal abuse clearances, but health information must be present on the first day of work with children.
-Substitutes must have a health assessment if in contact with children or working with food, as well as application and verified education, experience and references.

Staff Training
-6 hour annual in-service training required.
-No special training required for infant care, sick child care, or drop-in care; required to have training in the care of children with disabilities.
-First aid training is a separate requirement for designated staff.

Child Documentation Policy
-Enrollment forms and immunizations required.

Child Immunization Policy
-Immunization according to the American Academy of Pediatrics suggested schedule, including HIB; state law in the case of measles vaccine.

Discipline Policy
-No physical punishment and food can not be withheld from child for purposes of discipline.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Swimming pool shall conform to PA Code; inground pool shall be fenced with locked gate; aboveground and indoor pool which is not in use shall be made inaccessible to children.
-Staff child ratios while children are swimming: infant 1:1; younger or older toddler - 1:2; preschool - 1:5; young school age - 1:6; and older school age - 1:8.
-Supervision shall include one person certified in lifeguard training. That person may not be included in staff/child ratio.
-Facility person who is counted in staff/child ratio shall complete water safety instruction annually; staff is not required to have Red Cross lifesaving training.
-For wading pools a sanitizing solution shall be added to water; an acceptable sanitizing solution is 3/4 tsp. of bleach added to 50 gallons of water; wading pool shall be emptied daily.

Transportation Policy
-An operator shall notify local traffic safety authorities annually in writing of location of the facility and the program's use of pedestrian and vehicular routes around the day care facility.
-Safe pedestrian crossways, pick-up and drop-off points and bike routes shall be appropriately determined in the vicinity of the facility and communicated to the children and parents in writing.
-Written notification of safe routes shall be posted by the operator at a conspicuous location in child care facility.
-Children shall be picked up and discharge only at locations specific by the facility as safe locations.

Infant Care Programs
-"Infant-specific" regulations.
-No data available on number of "infant only" centers.

Overnight Care Programs
-Additional special regulations exist.
-No data available on number of centers providing overnight care.

School Age Care Programs
-Separate regulations exist.

Subsidized Child Care Programs
-Is available.
-Contact Department of Public Welfare, (717) 787-8691.

Programs for Children with Disabilities
-Chapter of regulations on care of children with disabilities applies to all facilities.
-Facilities are required to comply with provisions of ADA in providing services to children.

National Life Safety Fire Code
-Has been adopted; child day care regulations require PA Department of Labor and Industry inspection under fire and panic regulations for L&I certificate of compliance. L&I standards follow the NLFS

code; cities of Philadelphia, Pittsburgh and Scranton are regulated by the city Departments of License and Inspection whose standards are based on BOCA code.

Child Abuse and Neglect
-Call 1-800-932-0313.

Local Contact
-Department of Public Welfare Regional Offices:
Western Region
701 State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222
Central Region
P.O. Box 2675
Harrisburg, PA 17105
Northeast Region
100 Lackwanna Avenue
339 Scranton State Office Bldg.
Scranton, PA 18503
Southeast Region
502 State Office Building
1400 Spring Garden St.
Philadelphia, PA 19130

Pending Legislation
-Proposed amendments (10/94) to all chapters of service regulations; expected to be final by 10/95.

PUERTO RICO (PR) **

Information
Supplied by: Aurea Velazquez de Mercado
Director
DSS - Licensing Office
P.O. Box 11398
Santurce, PR 00910
PHONE: (809) 724-0772
FAX: (809) 724-0767

Number and Definition of Regulated Programs
-363 licensed centers.
-Nursery schools, preschools and religiously affiliated centers are included.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no fee.
-Fire inspection and Health Department inspections required annually; building code inspection required (number of times determined by the agency).
-General liability insurance required; no professional liability insurance required.

Regulations
-Space requirement (determined by the Fire Department) per child: indoor - 35 sq. ft.; outdoor - none, only requirement is to have a play yard.
-Staff/child ratios: infant - 1:3-4; toddlers - 1:3-4; preschool - 1:12; school age 1:12.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaints Procedure
-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depend upon the recommendation of the supervisor.
-The different regional offices of the island investigate right away any complaint registered against a center.
-Resource and referral agencies not notified when center is closed.

Staff Qualifications
-No recommended salary schedule for center staff - at least minimum federal salary.
-Child Development Associate (CDA) or 3 years of experience for the director; one year of experience for lead/head teacher; high school graduate for assistant teachers, teacher aides and dietician and kitchen staff.

-No information available about minimum age requirements.
-Facilities must comply with ADA for hiring practices.

Staff Prescreening
-Staff required to be prescreened by criminal background check every 6 months; chest x-ray and medical examination required annually.
-Fingerprinting, child abuse clearance, TB skin test, AIDS test, and drug and alcohol tests are not required.
-HIB and measles immunization required.
-Conditional hiring prior to results of prescreening not allowed.
-No written references required.

Staff Training
-No annual in-service training required.
-No special training required for infant care, care of children with disabilities, sick child care or drop-in care.
-All staff members should have training in CPR or be a graduate nurse.

Child Documentation Policy
-Health certificate, vaccination record, and authorization for medical treatment in case of an accident required for each enrolled child.

Child Immunization Policy
-Immunizations required; HIB not required.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-No specific regulations.

Transportation Policy
-Transportation under regulation of Public Service Commission.

Infant Care Programs
-Separate regulations for center which serve infants exist.
-No "infant only" centers.

Overnight Care Programs
-No special regulations.

School Age Care Programs
-No separate regulation.

Sick Child Care Programs
-Centers are not supposed to care for sick children.

Subsidized Child Care Programs
-Is not available.

Programs for Children with Disabilities
-Separate regulations for the care of children with disabilities exist in terms of staff education, number of staff per child, and equipment.
-Facilities must comply with ADA; services cannot be denied to a child with a disability.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call (809) 724-1333 or (809) 724-1373.

Local Contact
-10 regional offices around the island and a local office in each of the 78 towns.

Pending Legislation
-None.

** Information not reverified.

RHODE ISLAND (RI)

Information
Supplied by: JoAnne K. Flodin
Child Development Specialist
Dept. of Children, Youth and Families
610 Mount Pleasant Avenue
Providence, RI 02908
PHONE: (401) 277-4741
FAX: (401) 457-5388

Number and Definition of Regulated Programs
-276 licensed centers.
-Nursery schools are approved by the Dept. of Education, 22 Hayes St., Providence, RI, 02908; some are also licensed for day care.
-Religiously affiliated centers are licensed.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety, building code, and health inspections required annually.
-General liability insurance required; no professional liability insurance required.

Regulations
-Space requirements per child: indoor - 45 sq. ft. under 3 years; 35 square ft. over 3 years; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:6; 3 year olds - 1:9; 4 year olds - 1:10; 5 year olds - 1:12; school age - 1:13; mixed age groups - depends on number and age of youngest child in group.
-Must have person trained in CPR and first aid on site at all times.

Unannounced Inspection Policy
-Two unannounced monitoring visits each year; additional are done if a complaint is received.

Complaint Procedure
-If health and/or safety of the children is in jeopardy, center required to close immediately.
-Minor violation of regulations requires warning and plan of correction.
-Center has up to 30 days to come into compliance depending on nature of violation.
-Resource and referral agencies notified when a center is closed.
-Complaints pertaining to violations of regulations registered against a center are investigated by the licensing worker; child abuse complaints investigated by CANTS division of DCYF.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-No information available regarding ADA in staff hiring.

Staff Prescreening
-Center staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, TB skin test, measles immunization, and medical examination once prior to employment.
-Documentation of rubella immunity required for female staff ages 35 and under.
-Chest x-ray, AIDS test, HIB immunization, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening is allowed.
-Centers have to have a list of substitutes who have to comply with staff requirements.

Staff Training
-Preservice education and experience required for lead/head teachers, assistant teachers, nurse, and center directors; no requirements for teacher aides, dietician and kitchen staff.
-Annual in-service training required.
-Nurse required to have special training for infant care; no special training required for care of children with disabilities.

Child Documentation Policy
-Center required to have on record: age of child by program, medical and immunization information, emergency information, identifying information on parents and child.

Child Immunization Policy
-Enrolled children are required to be immunized or in the process of being immunized; including HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Swimming Pool Policy
-Must be approved by the Department of Health.
-Information about Red Cross lifesaving training for staff and child/staff ratios not provided.

Transportation Policy
-Regulations concerning the transportation of children exist under the Dept. of Transportation.

Infant Care Programs
-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care.
-No centers currently provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-Sick children have to be excluded from day care center programs.

Subsidized Child Care Programs
-Is available; contact Dept. of Human Services, 600 New London Ave., Cranston, RI, 02920; (401) 464-3415.

Programs for Children with Disabilities
-Mainstreaming of children with disabilities is required.
-Compliance with ADA in providing services to children is addressed in regulations.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call 1-800-RICHILD.

Local Contact
-Dept. of Children, Youth and Families is statewide.

Pending Legislation
-None.

SOUTH CAROLINA (SC)

Information
Supplied by: Sherry Driggers, Ed.D., Director
DSS, Division of Child Day Care
Licensing and Regulatory Services
P.O. Box 1520
Columbia, SC 29202
PHONE: (603) 734-5740
FAX: (603) 734-4322

Number and Definition of Regulated Programs
-1,325 licensed centers (number includes nursery schools and prekindergartens.
-288 registered religiously affiliated centers.

Requirements
-License required; inspection required.
-Registration only required for religiously affiliated centers; reflects adherence to minimum standards for health and safety.
-License renewed every 2 years; no license fee.
-Separate inspections required before opening and at renewal time by the Fire and Sanitation Department.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:6; 1-2 years - 1:6; 2-3 years - 1:10; 3-4 years - 1:14; 4-5 years 1:19; 5-6 years 1:22; 6-12 years - 1:24; mixed age groups as indicated.
-A staff per certified in CPR/first aid must be present on premises at all times during hours of center operation.

Unannounced Inspection Policy
-Regular visits are unannounced unless visit is for renewal of license/approval.

Complaint Procedure
-No policy that requires the immediate closing of a day care facility unless circumstances place children at risk.
-No policy that requires a warning.
-Complaints registered against a facility are responded to within 5 days.
-Facilities have no longer than a year to come into compliance.
-Resource and referral agencies are not notified when a center is closed.

Staff Qualifications
-No state recommended salary schedule for various staff levels.
-Minimum age requirement for working in a facility: director - 21

years; staff - 18 years without supervision, 16 years with constant supervision.
-Written references from unrelated individuals are required for the director.
-Director shall meet at least one of the following requirements:
  -a bachelor's degree in child development or early childhood education from an accredited college or institution;
  -a bachelor's degree from an accredited college or institution and at least six months verifiable experience as a caregiver in a licensed/approved child day care facility;
  -an associate's degree in child development or early childhood education from an accredited college with two years verifiable experience as a caregiver in a licensed/approved child day care facility;
  -a diploma in child development or early childhood education from an accredited college or institution with two years verifiable experience as a caregiver in a licensed/approved child day care facility;
  -a Child Development Association Credential;
  -a high school diploma or General Educational Development Certificate (GED), in addition to three years experience as a caregiver in a licensed/approved child day care facility. One of the three years experience shall be supervision of other child day care staff.
-In facilities licensed/approved before the effective date of these regulations, the director shall have five years experience as a director in a licensed/approved child day care facility or shall meet at least one of the educational requirements listed above.
-In facilities licensed/approved for the first time after the effective date of these regulations, the director shall comply with the qualifications prior to the issuance of a license/approval or in the cases of a new director, the individual must meet qualifications prior to becoming the facility director.
-Staff shall meet the following:
  -a caregiver who begins employment in a licensed/approved child day care center after June 30, 1994, must have at least a high school diploma or General Educational Development Certificate (GED) and at least six months's experience as a caregiver in a licensed or approved child day care facility. If a caregiver does not meet the experience requirements, the caregiver must be directly supervised for six months by a staff person with at least one year experience as a caregiver in a licensed/approved child day care facility. Within six months of being employed, a caregiver must have six clock hours of training in child growth and development and early childhood education or shall continue to be under the direct supervision of a caregiver who has at least one year of experience as a caregiver in a licensed/approved child day care facility.
  -a caregiver who has two years's experience as a caregiver in a licensed/approved facility and is employed as of July 1, 1994, in a licensed/approved child day care center is exempt from the high school diploma and GED requirements.
-Meets requirements of ADA in staff hiring.

Staff Prescreening
-Prescreening required for facility staff: criminal background check, child abuse clearance, medical exam, and TB skin test; chest x-ray required if indicated to follow-up to skin test.
-Fingerprinting, AIDS, drug and alcohol tests not required.
-Conditional hiring not allowed prior to results of prescreening.
-Substitutes must meet the same requirements as regular staff.

Staff Training
-Director/operator shall participate in at least 15 clock hours within the first calendar year after the effective date of the regulations and at least 20 clock hours within the second calendar year and each year thereafter.
  -at least 5 clock hours within the second calendar year shall be in child growth and development and 5 clock hours shall be in curriculum activities for children.
  -training shall not include first aid and child-infant CPR.
-Staff, with the exception of emergency person(s) and volunteer(s) providing direct care to children shall participate in at least 10 clock hours of training within the first calendar year after the effective date of these regulations, and at least 15 clock hours within the second year and every year thereafter.
  -at least 5 clock hours shall be in child growth and development and at least 5 clock hours shall be in curriculum activities for children.
  -training shall not include first aid and child-infant CPR.
-Director/operator shall provide orientation for new staff, volunteer(s) and emergency person(s) prior to their employment.
-CPR/first aid may be a separate preservice or in-service training requirement.

Child Documentation Policy
-Copy of child's health and immunizations record or certification of immunization for day care [state law amended to include day care - "no shots, no school, no day care"], emergency numbers, doctor information, etc. required for child enrollment.

Child Immunization Policy
-Enrolled children must be currently immunized, including HIB.

Discipline Policy
-Written parental permission is required for corporal punishment and must be one file in each child's folder.

Emergency Medical Consent Policy
-Written consent required; form does not have to be notarized.

Swimming Pool Policy
-Specific additional regulations exist, including child/staff ratios.
-Staff required to have life saving training.

Transportation Policy
-Specific regulations for transportation of children exist.

Infant Care Programs
-Additional fire regulations for facilities which serve infants; the State Fire Marshall has authority to grant alternate methods of compliance within the intent of the regulations.
-There are "infant only" centers; exact number unknown.
-Infants are defined as "birth to 24 months."

Overnight Care Programs
-Additional regulations exist for centers providing overnight care; must be specially licensed; exact number unknown.

School Age Care Programs
-No separate regulations for before and after school programs.
-Exempt from regulation if operating 4 or less hours a day or no more than 2 days per week.

Sick Child Care Programs
-Isolation room must be provided for mildly ill children.

Subsidized Child Care Programs
-Is available; contact South Carolina Department of Health and Human Services Finance Commission, 1801 Main Street, P.O. Box 8206, Columbia, SC 29202-8206; (803) 253-6154.

Programs for Children with Disabilities
-No separate regulations; required compliance with ADA.

National Life Safety Fire Code
-DSS regulation states "Private and Public Child Day Care Centers shall comply with the regulations and codes of the State Fire Marshall."

Child Abuse and Neglect
-Cases would be handled by the regional offices of the DSS.

Local Contact
-6 regional offices; toll free numbers available.

Pending Legislation
-Changes in center regulations regarding naptime ratios, swimming ratios, and calculation of indoor space.
-Zoning legislation - must provide Department with verification of or approval to operate a child day care facility; Department will restrict/adhere to zoning requirements regarding number of children.
-Requiring all types of child day care facilities staff and volunteers to have FBI fingerprint check and state law enforcement records checks upon initial licensure/approval/registration and upon renewal.

SOUTH DAKOTA (SD)

Information
Supplied by: Lisa Jordre, Program Specialist
Office of Child Care Services
Department of Social Services
700 Governors Drive
Pierre, SD 57501-2291
PHONE: (605) 773-4766
FAX: (605) 773-4855

Name and Definition of Regulated Programs
-121 licensed centers.
-Voluntary certification for nursery schools by Department of Education.
-Religiously affiliated centers are included in this number; nursery schools and prekindergartens if they are part of a day care program.

Requirements
-License required for 21 or more children; annual inspection required.
-No license fee; licenses are renewed annually.
-Inspections required annually: life, safety and environmental health.
-General liability insurance required; professional liability not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers (up to 3 years) - 1:5; preschool (3-6 years) 1:10; schoolage - 1:15; mixed age groups - according to number in each group.

Unannounced Inspection Policy
-May be made if nature of complaint dictates; also are encouraged periodically if worker time is available.

Complaint Procedure
-Immediate closing of the center required if children are in imminent danger.
-Warning given for any other areas of non-compliance; length of time for corrections determined by corrective action plan.
-No process for notifying resource and referral agencies when centers are closed.
-is a response process when a complaint is registered against a day care center.

Staff Qualifications
-No state recommended salary schedule for center staff.

-Child care worker must be at least 18 years old; secondary child care workers may be 14 years old under direct and constant supervision of staff.
-Compliance with ADA in staff hiring involves advising licensing workers and day care providers on a case by case basis. Day care regulations will be reviewed to assure they are not in violation of ADA.

Staff Prescreening
-Prescreening tests required at the time of hiring: child abuse clearance required at hiring; TB test and chest x-ray or medical exam required at hiring and annually, if positive and no INH therapy received.
-Fingerprinting and criminal records background check required. Practice not yet implemented.
-AIDS, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening not allowed.
-Substitutes must meet requirements for child care workers.
-Written references not required: verbal is sufficient but there must be at least three personal and one past employer. Verbal reference comments must be documented.

Staff Training
-Preservice education and/or experience only required for: Center directors and lead/head teachers; none required for: Assistant teachers, teacher aides, dietician or kitchen staff.
-20 of in-service training is required annually.
-No special training required for infant care, care of children with disabilities, sick child care, drop-in care.
-Annual courses in first aid, CPR, health and safety required for all staff.

Child Documentation Policy
-Immunization records, name of parent(s), address, phone number, doctor, emergency contact person required.

Child Immunization Policy
-Enrolled children must be immunized; schedule is being updated to include HIB.

Discipline Policy
-Corporal punishment prohibited; this includes humiliating and frightening punishment also.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-No guidelines established specifically for pool safety.

Transportation Policy
-Staff/child ratios must be met.
-Children under 5 must be in passenger restraint system.

Infant Care Programs
-No separate regulations.
-3 licensed facilities in the state provide "infant only" care.

Overnight Care Programs
-Special regulations for overnight care include: child/staff ratio is affected when children are sleeping.
-Number of centers providing overnight care not provided.

School Age Care Programs
-Separate regulations are in development.

Sick Child Care Programs
-No separate regulations.
-No licensed facilities providing "sick child care" only.

Subsidized Child Care Programs
-Is available; contact: Department of Social Services, Office of Assistance Payments, (605) 773-4678 or Office of Child Care Services, (605) 773-4766.

Programs for Children with Disabilities
-No separate regulations.
-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code
-Fire Marshall rules require compliance with Uniform Building Code, 1991 edition.

Child Abuse and Neglect
-Call local Department of Social Service Office or local law enforcement agency.

Local Contact
-District 1
P.O. Box 2442, Rapid City, SD 57709, (605) 394-2434
-District 2
700 Governors Dr., Pierre, SD 57501, (605) 773-4766/
1-800-227-3020
-District 3
P.O. Box 1300, Aberdeen, SD 57042, (605) 626-3145
-District 4
P.O. Box 708, Brookings, SD 57006, (605) 688-4330
-District 5
300 E 6th ST, Sioux Falls, SD 57102, (605) 367-5453
-District 6
114 E. Third Street; Yankton, SD 57078, (605) 668-3030

Pending Legislation
-None.

TENNESSEE (TN)

Information
Supplied by: Carolyn Deal, Coordinator
Day Care Licensing Center
400 Deaderick
Nashville, TN 37248-9800
PHONE: (615) 741-7129
FAX: (615) 741-4165

Number and Definition of Regulated Programs

-**2,435** DHS and DOE regulated centers.
-Number includes nursery/preschools.
-Some religiously affiliated programs and school-age programs operated by public schools are regulated by the Department of Education.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; license application fee is $15 to $25, depending on license capacity; money goes to General Fund.
-Fire safety and food/sanitation inspections required annually; building code required by some municipalities.
-General and/or professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 30 sq. ft.; outdoor - 50 sq. ft.; defined as "usable play space" (excludes restrooms, halls, kitchen and office space).
-Staff/child ratios: infants - 1:5; toddlers - 1:7; 2 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:15; 5 year olds - 1:20; school age - 1:25; mixed age groups - ranges from 1:6 for infants/toddlers to 1:20 for 4 and 5 year olds.
-At least one staff member with training in CPR/first aid is required to be on premises at all times.

Unannounced Inspection Policy

-Once a year and as situation requires to monitor or investigate complaints.

Complaint Procedure

-If children are in immediate danger, DHS can get a temporary restraining order and simultaneously suspend license; all other violations receive notice and request for corrective action.
-Length of time center has to come into compliance varies with degree of danger or threat of harm.
-Resource and referral agencies notified when a center is closed.

-Response to a complaint registered against a center is immediate if harm is implied; if relating to lesser violations, investigation is delayed until next site visit; report back to complainant if requested.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in center - 18 years.
-TN has a "compliance packet" for centers which includes educational materials on ADA.

Staff Prescreening
-Center staff required to have TB skin test; medical examination required initially and every 3 years thereafter; child abuse clearance and criminal background check not required unless reason to suspect; chest x-ray not required unless need is indicated by other tests; AIDS test, measles and HIB are not required; drug and alcohol tests not required.
-3 written references required in addition to information about last employment.
-Temporary substitutes must meet most requirements of other caregivers but not required to have physical exam.

Staff Training
-Directors required to have high school diploma, 2 years experience, and orientation to job; lead/head teachers: high school education and orientation; assistant teachers and teacher aides: literate and have an orientation; dietician kitchen staff required to have an orientation.
-12 hours annual in-service training required for directors; 6 hours required for caregivers.
-No special training required for infant care, care of children with disabilities, sick child care, or drop-in care.

Child Documentation Policy
-Information (application) form, child health record, including immunizations and additional exam for infants and toddlers, and healthy history required.

Child Immunization Policy
-Enrolled children must be immunized, including HIB.

Discipline Policy
-No physical punishment allowed in centers.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Special regulations exist.
-Child/staff ratio must be double the normal ratio.

Transportation Policy
-Compliance with state law regarding safety restraints, commercial driver's license, and liability insurance required when transporting children.

Infant Care Programs
-Additional exam for infants and toddlers required at enrollment; center must also keep daily "activity record."
-No information available about the number of "infant only" centers.

Overnight Care Programs
-Minimal additional regulations exist.
-12 centers provide overnight care.

School Age Care Programs
-Regulations for before and after school programs are incorporated with other center regulations.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-DHS contracts with 14 public or non-profit agencies called Child Care Broker Agencies to manage this program and to determine eligibility of CCDBG, SSBG, and At-Risk subsidy. The contact person responsible for Broker Contracts is Rachel Touchton (615) 741-3024.
-We have about 100 subsidy spaces in 45 agencies which receive CCDBG grants through 18.75% CCDBG funds. These agencies may re-apply for grants at a reduced amount for a max of three years after initial funding. The contact person for these grant agencies is Janet Camp (615) 741-7130.

Programs for Children with Disabilities
-Separate regulations exist relating to equalizing environment.
-Training provided for staff who are holding workshops for providers to educate them on ADA.

National Life Safety Fire Code
-Has been adopted through Fire Marshall (educational codes).

Child Abuse and Neglect
-Every county has a phone number with 24-hour availability.

Local Contact
-District 1
State Office Building
531 Henley Street, Suite 210
Knoxville, TN 37902
-District 2
State Office Building
531 Henley Street, Suite 310
Knoxville, TN 37902

-District 3 & 4
1501 Riverside Dr.
Chattanooga, TN 37406
-District 5
1616 Church St.
Nashville, TN 37203
-District 6
900 2nd Ave., N.
Nashville, TN 37202
-District 7
P.O. Box 8, 1263 Highway 45, Bypass North
Trenton, TN 38382
-District 8
170 North Mid-America Mall
Memphis. TN 38103

Pending Legislation
-None.

TEXAS (TX)

Information
Supplied by: Bill Carver, Standards Specialist
Department of Protective and
Regulatory Services
P.O. Box 149030
Austin, TX 78714-9030
PHONE: (512) 450-3262
FAX: (512) 450-3848

Number and Definition of Regulated Programs

-**6,893** licensed centers.
-Nursery schools and kindergartens and schools are not included in this number, religiously affiliated centers are included.

Requirements

-License required; preapproval inspection required.
-Licenses and certificates are non-expiring (valid until revoked or surrendered).
-There is an application fee of $35, provisional license fee of $35 and when the non-expiring license is issued there is another fee of $35 plus $1 for each slot in the licensed capacity. The $35 plus $1 is due each year. Fees go into the state's general fund.
-Fire safety, sanitation, and gas pipes inspections required annually; building code inspection required in some localities.
-Insurance Requirement: Liability insurance in the amount of at least $300,000.00 for each occurrence of negligence covering injury to a child while the child is in the care of license holder
OR
the facility must provide the Licensing Division and parents written notification if liability insurance is unavailable because of financial reasons or inability to find an underwriter willing to issue policy or the limits of the current policy are expended.

Regulations

-The following space requirements must be met:
1. 30 sq. ft. of indoor activity space measured wall-to-wall, on the inside, for each child in the facility not including single-use areas such as restrooms and kitchens.
   a. Children under 18 months of age must be cared for in rooms and outdoor play areas separate from older children (unless there are 12 or fewer children in the center).
   b. Each child under 18-months old must have 30 sq. ft. of indoor activity space in the area(s) in which care is being given.
2. 80 sq. ft. of outdoor play space for each child using the outdoor area at one time.

-Current staff/child ratios: 0 - 11 months - 1:5; 12 - 17 months - 1:6; ratios for toddlers and older children depend on the age of the youngest child in group and number of children of youngest age.

-Staff/child ratios effective June 1, 1997:
-0-12 months - 1:4, 2:10; 13-17 months - 1:5, 2:12; 18-23 months - 1:7, 2:15; 2 yrs. - 1:9, 2:18; 3 yrs. - 1:13, 2:26; 4 yrs. - 1:16, 2:28; 5 yrs.- 1:20, 2:30; 6-8 yrs. 1:22, 2:35; 9-13 yrs. - 1:25, 2:35.
-Requires one person per group of children be certified in First Aid with choking and rescue breathing, and one person present in each facility be certified in CPR.

Unannounced Inspection Policy
-Law requires one unannounced visit per year, but all may be.

Complaint Procedure
-The licensing agency cannot itself close a day care center; however, the licensing statute allows the agency to petition the court for a temporary restraining order or an injunction.
-Due process requirements dictate that any time noncompliance with the child care standards could lead to a revocation, the facility is given notice and an opportunity to correct.
-Length of time center has to come into compliance varies according to the particular noncompliance(s) in the situation. Some are immediately correctable, while others may take longer.
-Resource and referral agencies notified when a center is closed.
-Response process to complaints registered against a center: runs on a system of priorities based on the nature of the allegations.

Staff Qualifications
-No person with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any of the crimes listed in Appendix II or a felony violation of Texas Controlled Substance Act may be present while children are in care.
-The director must be at least 21 years of age and have a high school diploma or its equivalent and one of the following (a person who is a director of a center on June 1, 1995 has four years from that date to comply if that person remains in the same position):
-as associate in applied sciences degree in child development or a related degree with 6 college credit hours in child development and 6 college credit hours in business management, and two years experience in licensed child care facility;
OR
-a Child Development Associate credential with 6 college credit hours in business management, and two years experience in a licensed child care facility;
OR
-Sixty college credit hours with at least 9 credit hours in child development or early childhood education or the equivalent and 6 credit hours in business management, and two years experience in a licensed child care facility;
OR
-a day care administrator's credential issued by professional organizations or educational institutions that are recognized

by the Licensing Division based on published criteria, and two years of experience in a licensed child care facility;

OR

-three years experience in a licensed child care facility and 9 credit hours in child care, child development or early childhood education and 9 credit hours in business management from an accredited college or university. Five continuing education units (C.E.U.'s) may be substituted for each 3 credit hours;

OR

-a bachelor's degree from an accredited college or university with 12 credit hours of development or early childhood education, 6 credit hours of business management, and one year of experience in a licensed child care facility.

-Staff in day care centers must be at least 18 years of age and have a high school diploma or its equivalent. Persons 16 or 17 years old must not be left alone with and in charge of a group of children but may be counted in the child/staff ratio provided that person works in the same room with and is supervised by a qualified staff member and:

a. has a high school diploma or its equivalent; Or
b. is enrolled in or has completed a career program related to child care approved by the Texas Education Agency or another state or federally approved child care career related program.

Staff Prescreening

-All staff names are checked with state's department of public safety; criminal records background check required; fingerprinting required if they live outside the state and work in a Texas facility; child abuse clearance required for director only.
-TB skin test (is required if recommended by the local or state Health Dept.), medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening is allowed until results are received.
-Written references not required.
-Substitutes are permitted and generally must meet the same requirements as regular staff.

Staff Training

-The director must participate yearly in at least 20 clock hours of training. At least 6 clock hours must be in management and staff supervision and at least 6 clock hours must be in child development or early childhood education.
The direction of a school-age-care-only facility may substitute 6 clock hours in recreational leadership or related area for the 6 clock hours in child development or early childhood education.
-Before new staff without experience in a regulated child care facility or relevant training are given responsibility for a group of children they must complete 8 hours of preservice training which covers the following areas: developmental stages of children; age-appropriate activities for children; positive guidance and discipline of children; fostering children's self-

esteem; health and safety practices in the care of children; positive interaction with children; supervision of children; and detection and reporting of suspected child abuse and neglect.
-All new staff, including volunteers who are counted in facility child/staff ratio, must be oriented in the following when they begin work:
 -the requirement in these minimum standards;
 -the facility's child care policies, including discipline, guidance, and the release of children;
 -the procedures to follow in handling emergencies; and
 -use and location of fire extinguishers.
-All staff must obtain at least 15 clock hours of training annually, exclusive of CPR and First Aid, selected from the following areas: child development; care of children with disabilities; adult and child health; nutrition; safety; curriculum-planning; risk management; identification and care of ill children; recognition of child abuse, neglect, and sexual abuse and responsibility for reporting these; cultural diversity; professional development (communication, time management, stress management). For staff assigned to particular groups of children, topics from the following areas are included in the clock hours: care of infants; care of toddlers; care of preschool children; care of school-age children.

Child Documentation Policy
-The center must obtain enrollment information for each child before admission. The center must keep this information as long as the child is in care. The parent must sign a form that contains detailed information on the child.

Child Immunization Policy
-All enrolled children must be immunized per the following schedule:
Children whose 12th birthday is on or after September 1, 1990 are required to show proof of measles immunity or receipt of two doses of measles vaccine administered on or after the first birthday. This proof is not required until the child's 12th birthday. The two doses of measles vaccine must have been administered at least 30 days apart. Children may have 30 days after their 12th birthday to be in compliance.
 -Hemophilus Influenza: Influenza type b conjugate vaccine (HibCV). Children 15 months of age but not yet 5 years of age: one dose on or after fifteen months of age is required, unless a schedule for a primary series and booster was met at 15 months of age. An acceptable substitute is a written-verified history of invasive Hib disease on or after the child's second birthday for children two years of age. One dose of HibCV polysaccharide vaccine administered after 24 months of age meets this requirement.
 -Rubella: All children must have received rubella vaccine on or after their first birthday or provide serologic proof of rubella immunity. A history of rubella illness is not an acceptable substitute for this vaccine.
 -Measles: measles vaccine is required for each child 18 months of age or older. An acceptable substitute is a written-verified

history of measles illness or serologic confirmation of measles immunity.
-Mumps: All children must have received rubella vaccine on or after their first birthday. An acceptable substitute is a written verified history of mumps illness or serologic confirmation of mumps immunity.
-Polio: at least three doses of oral polio vaccine (OPV) are required, provided at least one dose has been received on or after the fourth birthday. A dose of OPV administered within the calendar month prior to, or of, the forth birthday will substitute for the dose on or after the fourth birthday. No further doses of OPV are required.
-Diphtheria-Tetanus-Pertussis/Tetanus-Diphtheria: At least three doses of DTP/DT and/or Td vaccine are required, provided at least one dose has been received on or after the fourth birthday. A dose of DTP/DT and/or Td given within the calendar month prior to, or of, the forth birthday will substitute for the dose on or after the fourth birthday. In addition to the minimum of three DTP/DT and/or Td doses with one dose since the fourth birthday, a booster dose of TD is required every 10 years after the dose obtained on or after the fourth birthday.

Discipline Policy
-Discipline and guidance of children must be consistent and based on an understanding of individual needs and development.
-Positive methods which encourage self-esteem, self-control, and self-direction must be used.
-There must be no harsh, cruel or unusual treatment.
1. Corporal punishment or threats of corporal punishment are prohibited.
2. Children must not be shaken, bitten, hit, or have anything put in or on their mouth as punishment.
3. Children must not be humiliated, yelled at, or rejected.
4. Children must not be subjected to abusive or profane language.
5. Punishment must not be associated with food, naps, or toilet-training.
6. Bed wetters must not be shamed or punished.
7. Staff may use brief, supervised separation from the group if necessary, but staff must not place children in locked room or in a dark room with the door closed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-The child/staff ratio for water activities must be met as follows:
1. For wading/splashing activities (less than two feet of water) the child/staff ratio is as required for regular classroom activities EXCEPT when wading/splashing activities include children under 4 years of age, at least two adults must be present.
2. For swimming (more than 2 feet of water) the child/staff ratio is more strict EXCEPT that when 4 or more children are swimming, at least two adults must be present. The

number of regular staff may be supplemented by parents or volunteers trained in the facility,s procedures for supervising swimming.

-Swimming pools at or away from the facility, must:
 -have at least one lifesaving device for each 2,000 sq. ft. of water surface within a minimum of two devices for each swimming pool;
 -have drain grates that are in place, in good repair, and that cannot be removed without using tools;
 -not have pool chemicals that are accessible to children;
 -not have unlocked machinery rooms when the facility children are present;
 -be built and maintained according to the standards of the Texas Natural Resources Conservation Commission and any other applicable state or local regulations.
-Swimming pools at the facility must be built and maintained such that unsupervised access to the pool will be prevented.

Transportation Policy

-The child/staff ratio for transporting children is:
 -One adult in addition to the driver must be present for each group of 4 children under two years of age;
 -For children 2 years old and older, the child/staff ratio is established by following the options in the regular classroom child/staff ratio.
-Each child being transported must ride in an infant carrier, child seat or seat belt, as appropriate to the child's age, size, and condition. This requirement applies to any vehicle used by or for the facility to provide transportation, with the exception of a bus with a gross vehicular weight rating (GVWR) of 10,000 pounds or more. This requirement applies to all transportation, including, but not limited to, to and from the facility, to and from the child's school, and on field trips.
 -all restraint devices must have been manufactured dynamically crash-tested according to federal standards and installed according to instructions provided by the manufacturer.
 -appropriateness of infant seat, child restraint, or seat belt is determined as follows:
  a. An infant who cannot sit up must be restrained in an infant carrier designed as a child passenger device;
  b. A child under two years of age who can sit alone must be seated in a child seat;
  c. A child age two or older must ride in either a child seat or in a seat belt.
 -only one child may use each seat belt at a time.
 -a child may ride in a shoulder harness and seat belt if the shoulder harness goes across the child's chest and not across the child's face or neck.
 -the driver and all adult passengers in a vehicle transporting the children must be properly restrained by a seat belt when the vehicle is in motion.

-The following must be in the vehicle when children are being transported:
 -a list of children being transported;
 -first aid supplies;
 -emergency medical treatment forms for each child being transported;
 -a minimum of one operational fire extinguisher, approved by local or state Fire Marshall; safety secured in passenger compartment and accessible to the adult occupants.

Infant Care Programs

-There is not a separate set of standards for infant care, but the following requirements apply to children under 18 months-of-age:
 1. Staff must talk to, hold, and play with the children.
 2. Children in cribs, while awake, may remain in their cribs for up to one hour as long as they stay content and responsive.
 3. Each child must be allowed to explore outside the crib or playpen each morning and afternoon.
 4. A child not yet ready for table food must be fed a formula or diet approved in writing, signed and dated by the child's physician or parent, and dated as changes are made.
    a. Bottles must be clearly marked with the child's name.
    b. Bottles must never be propped; the child or the adult must hold the bottle.
    c. Children up to 6 months of age must be held while being bottle-fed.
 5. Children no longer being held for feeding must be fed in a manner that ensures their safety and comfort.
 6. A staff member must always be in the room with the children.

Overnight Care Programs

-Special regulations include: applicable fire and safety requirements; staff awake at all times; appropriate sleep equipment.
-Data not available for how many centers provide overnight care.

School Age Programs

-There are individual standards in the day care standards that are specific to school-age care, but not a separate set of standards.

Sick Child Care Programs

-No separate regulations.

Subsidized Child Care Programs

-Is available; contact Ms. Charlotte Brantley, Texas Dept. of Human Services E-411, P.O. Box 149030, Austin, TX 78714-9030 (512) 450-4167.

Programs for Children with Disabilities

-No separate regulations exist.

National Life Fire Safety Code

-Has not been adopted.

Child Abuse and Neglect
-Statewide Chil Abuse Hotline: 1-800-252-5400.
-Licensing has its own specialized abuse/neglect investigations.

Local Contact
-Local contact offices throughout the state.

Pending Legislation
-For the 1996-1997 Biennium:
-Increase the number of hours available per case in child Protective Services, Adult Protective Services, and Child Care Licensing.
-Automation of the Licensing Program.
-Improving worker safety.
-Designating child care into two categories: home care or center care for ease in regulation).

UTAH (UT)

Information
Supplied by: Patricia Kreher, Director
Office of Licensing
Department of Human Services
120 North 200 West
Salt Lake City, UT 84106
PHONE: (801) 538-4242
FAX: (801) 538-4553

Number and Definition of Regulated Programs
-330 licensed centers.
-Religiously affiliated programs, as well as those regulated by the Board of Education, are exempt in certain instances.
-Nursery schools and prekindergartens are licensed only if children are in attendance more than 4 hours a day.

Requirements
-License required; centers visited prior to license update.
-Licenses renewed annually; license fee is #1.50 per child plus $25 flat fee; fee goes into State General Fund.
-Inspections required annually: fire safety; health (environment) child and adult care food program, immunizations; building code inspection required at initial opening.
-General liability insurance required if center has state contract; no professional liability insurance required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 40 sq. ft.; in collaboration with State Fire Prevention Board.
-Staff/child ratio: infant - 1:4; toddlers (under 2 years old) - 1:4; 2 year olds - 1:7; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:20.
-One person on duty required to be certified in first aid/CPR through Red Cross, or equivalent, at all times.

Unannounced Inspection Policy
-Goal is for 2 unannounced monitoring visits per year, as well as for complaint investigations.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-If health, safety, welfare of children is jeopardized but does not pose an immediate threat, can issue a 30 day notice of revocation/suspension.
-Center has 30 days to come into compliance; less if necessary.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to; length of time and action based on verifiable nature of complaint.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-No information available about compliance with ADA.

Staff Prescreening
-Center staff required to be prescreened by criminal background check, and medical examination initially and if leave to work at new center; child abuse clearance required initially and yearly; TB skin test required as specified by Health Department; chest x-ray not required unless TB test is positive.
-AIDS, drug and alcohol tests are not required; no information available about measles or HIB immunizations for staff.
-Conditional hiring prior to results of prescreening is allowed; length of time not specific in standards, but generally 30 days for full compliance with all requirements.
-For use of temporary substitutes, centers must develop a list post at the center,; minimal on-site information required; must have fingerprint check.
-Written references not required; are accepted and used if provided, particularly for directors.

Staff Training
-Director required to have a CDA or better in early childhood education, plus 1 year of experience; lead/head teachers, assistant teachers, aides, and the dietician and kitchen staff must be at least 18 years old and have high school diploma or equivalent; persons under 18 years old are not counted towards staff ratios.
-Center staff required to have annual in-service training: first year - 40 hours (10 health related); each year thereafter - 20 hours (5 health related).
-No special training required for infant care, sick child care, or drop in care; standards being developed for care of children with disabilities.
-Center staff required to be trained in general first aid/CPR.

Child Documentation Policy
-Registration form, immunization, health evaluations, proper age group with proper ratios, emergency contacts, parents information on center policy/procedures, other pertinencies such as restraining orders, etc. required.

Child Immunization Policy
-Enrolled children are required to be immunized.
-No information about HIB.

Discipline Policy
-Corporal punishment prohibited; no punishment with food, toileting, rest or humiliation allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-No wading pools or other pools, screened by Health Department.

Transportation Policy
-Have enhanced existing Department of Public Safety standards to specifically address child care.

Infant Care Programs
-Separate regulations exist.
-No information available on "infant only" centers.

Overnight Care Programs
-None

School Age Care Programs
-All preschool regulations apply plus separate regulations for before and after school programs.

Sick Child Care Programs
-Regulations for caring for sick children incorporated into core standards, specify which children must be excluded and those that may stay - in consultations with parents. No programs have chosen this license.

Subsidized Child Care Programs
-Is available; contact Office of Family Support, 120 N. 200 West, SLC, Utah, 84103 (801) 538-3970.

Programs for Children with Disabilities
-Separate regulations for the care of children with disabilities exist.
-All preschool regulations also apply.
-No information or training given to providers about compliance with ADA.

National Life Safety Fire Code
-Code has been adopted; exception is 1:4 ratio for infant care where immediate outside exit is available or room has automatic sprinklers.

Child Abuse and Neglect
-Call 1-800-678-9399, all law enforcement agencies, any number with the Division of Family Services.

Local Contact
-Patricia Kreher, Director (801) 538-4242
-Caroline Kueneman, Licensing Specialist (801) 538-8222

Pending Legislation
-HB51-1995 Legislative session, to add licensing of drop-in care facilities and child care programs operated by schools or church groups.

VERMONT (VT)

Information
Supplied by: Coleman Baker, Chief
Children's Day Care Unit
Division of Licensing and Regulation
103 South Main Street
Waterbury, VT 05671-2401
PHONE: (802) 241-2158
FAX: (802) 241-2980

Number and Definition of Regulated Programs
-464 licensed centers (includes 80 licensed preschools).
-Day care center and preschool category has been discontinued; all are known as Early Childhood Programs with same regulations.
-Number includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses must be renewed every 1 to 3 years; no license fee.
-Separate inspections required every 1-3 years for fire safety and building code.
-Regular general liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; preschool - 1:10; school age - 1:13; mixed age groups - lowest ratio.
-Must have one person on duty at all times with CPR training.

Unannounced Inspection Policy
-Two unannounced monitoring visit each year, unless warranted more often.

Complaint Procedure
-Immediate closing of a center (suspension) required if children are in imminent peril.
-Infraction determines how long center has to come into compliance: 5 - 90 days.
-Resource and referral agencies notified when a center is closed or if revocation intention is sent.
-All complaints against a center (anonymous or otherwise) are investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.

-Minimum age requirement for working in a center is 18; minimum is 16 in school age programs when within sight or earshot of a qualified adult caregiver; 17 for vo-tech child care students/graduates.
-First aid is not a separate preservice and/or in-service training requirement.
-Compliance with ADA in staff hiring involves bringing information to administrators.

Staff Prescreening
-All staff are required to be prescreened by child abuse clearance and criminal records background check.
-Fingerprinting, TB skin test, chest x-ray, medical exam, AIDS test, HIB and measles immunizations, and drug/alcohol tests are not required,
-Three written references or notes taken in telephone interviews required from non-related persons.
-Temporary substitutes must have 3 references prior to their fourth day of assignment.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, and teachers; no requirements for assistants, the dietician and kitchen staff.
-Six hours in-service training is required annually for staff; nine hours for the director and head teacher.
-Two hours of specialized training required for infant, toddler, preschooler, and schoolager care, care of children with disabilities, or drop-in care, depending on the age of the children in the caregiver's group.

Child Documentation Policy
-Written information required for child enrollment.

Child Immunization Policy
-Enrolled children required to be immunized; including the HIB immunization and HIB for infants.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines include: prior written permission, lower child/staff ratios; pools must be fenced and equipped with special locking devices.
-Child/staff ratio affected as follows: Non-schoolage children are 1:2 if no lifeguard is present or 1:4 if lifeguard is present and dedicated to group; 1:6 for schoolagers if no lifeguard dedicated to group; 1:12 if lifeguard is dedicated to schoolagers group.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Numbers, seatbelts, car seats required.

Infant Care Programs
-Smaller staff/child ratio and rocking chairs required in infant areas; toileting and highlights of child's day reported to parents each day.
-No centers provide care to "infants only," however, this is not prohibited by state regulation.

Overnight Care Programs
-No special regulations for overnight care.
-No centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Sick Child Care Programs
-No care permitted for sick child care.

Subsidized Child Care Programs
-Is available; contact Child Care Services Division, 103 South Main St., Waterbury, VT 05671-2401; (802) 241-3110.
-5% pay differential paid to programs accredited by NAEYC and NCCA.

Programs for Children with Disabilities
-Staff must know how to respond to particular child.
-Compliance with ADA in providing services to children involves bringing information to the staff.

National Life Safety Fire Code
-Adopted; if new construction, 1987 BOCA with 1988 Supplement; for existing, NFPA 101 Life Safety Code 1988.

Child Abuse and Neglect
-Call (802) 241-2131.

Local Contact
-Not available.

Pending Legislation
-None.

VIRGIN ISLANDS (VI)

Information
Supplied by: Verna C. Garcia, Administrator
Volunteers & Special Programs
Department of Human Services
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Christiansted, St. Croix
U.S. Virgin Islands 00820-4355
PHONE: (809) 773-2323
FAX: (809) 773-6121

Number and Definition of Regulated Programs
-172 licensed centers.
-Includes nursery schools, preschools, prekindergartens and religiously affiliated centers; certification required government centers.

Requirements
-License for private centers; preapproval inspection required.
-License renewed annually; certificates renewed biennially; fee is $50; fees used for training and other activities.

Regulations
-Space requirements per child: indoor - 25 sq. ft.; outdoor - 45 sq. ft.
-Staff/child ratios: 2-3 years - 1:8; 3-4 years - 1:9, 4-5 years - 1:11; school age - 1:12; mixed ages - determined by age of youngest child.
-Children under 2 years of age not permitted in centers.
-Fire safety and sanitation inspections required annually; building code inspections required initially.
-General and/or professional liability insurance not required.

Unannounced Inspection Policy
-Information unavailable.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on severity of violation.
-No formal resource and referral agencies exist.
-Complaints registered against a center are investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for staff - 18.
-At least one staff person must be certified in CPR/first aid with every three year recertification.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal background check, and TB skin test; chest x-ray required if indicated; medical examination required if staff member is over age 60; fingerprinting, AIDS test, and drug and alcohol tests are not required.
-3 written references from unrelated persons required for center staff.
-Conditional hiring not allowed.
-No policy regarding use of temporary substitutes.

Staff Training
-Preservice education and/or experience required for center director, lead/head teacher, assistant teacher, and teacher aides; no requirements for the dietician and kitchen staff.
-In-service training required twice a year.
-Special training required for care of children with disabilities; no special training for sick child or drop-in care.

Child Documentation Policy
-Center must maintain a record on each enrolled child.

Child Immunization Policy
-Enrolled children required to be immunized.
-Immunization required as part of annual health examination, including HIB.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Swimming Pool Policy
-At least one adult holds current life-saving certificate, other staff members who can swim.
-Children must be supervised while in the water.
-Child/staff ratio not affected.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-No infants in centers, only in family day care homes.

Overnight Care Programs
-No special regulations.
-2 centers provider overnight care.

School Age Care Programs
-No information.

Sick Child Care Programs
-No information.

Subsidized Child Care Programs
-Licensed facilities may register with the Department of Human Services for participating in Child Care and Development Block Grant certificate program.

Programs for Children with Disabilities
-No information.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call (809) 773-9272, (809) 776-3966, (809) 774-4393 or (809) 773-2323.

Local Contact
-No information.

Pending Legislation
-None.

VIRGINIA (VA) **

Information
Supplied by: Arlene Kasper
Program Development Supervisor
DSS, Division of Licensing Programs
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FAX: (804) 692-2370

Definition and Number of Regulated Programs
-1,740 licensed centers [with a capacity of 138,376].
-This includes day care centers, nursery/preschools, and hospital operated centers.
-Religiously affiliated centers may choose voluntarily to be licensed, but are otherwise exempt.

Requirements
-License required; preapproval inspection required.
-Licenses renewed up to three years; fees based on capacity and range from $14 - $200; fees used for provider training.
-Fire safety inspections required annually; water, sewage and food service inspections as required by the local health department; building code inspections required initially; asbestos inspection required one time.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 25 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants -1:4; young toddlers - 1:5; two and three year olds - 1:10; four year olds - 1:12; schoolage - 1:20; mixed age groups - ratio for youngest child applies. Ratios can vary during the designated rest period. Exception: Montessori preschools may meet the alternative requirements for the Montessori Module added to licensing standards.
-Centers must have at least one staff person on the premises during all hours of operation and at least one person on field trips who has successfully completed a first aid course approved by Red Cross within the last 3 years; newly licensed center has 30 days to come into compliance; CPR not required.

Unannounced Inspection Policy
-At least one announced and one unannounced visit per year.

Complaint Procedure
-No policies require immediate closing of day care centers; any noncompliance that is cited constitutes a warning.

-Length of time center has to come into compliance depends on circumstances. Sanctions may be imposed. They include: Reduced capacity; restricted new admissions (1) required training, (2) renewal of license denial, and (3) revoking current license.
-No process for notifying resource and referral agencies when a center is closed, but they may contact state agency for directory of currently licensed centers.
-Complaints, either written or oral, registered against a center are responded to.
-Hotline established: 1-800-KIDS-LIL (1-800-543-7545). Is a complaint and information line. Includes: parenting tips; provider training information; and during business hours - complaint reception.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center program directors is 21, program directors of centers for only school-age children can be as young as 19 years if supervision by an administrator meeting certain qualifications; minimum age for other staff other than aides is 18; minimum age for aides is 16.
-Compliance with ADA in staff hiring: Each center is responsible for providing "operational responsibilities, written policies" that address issues of compliance with local, state, and federal laws and mandates including ADA.

Staff Prescreening

-Staff required to be prescreened with criminal records background check; need to provide documentation for TB.
-Child abuse clearance, fingerprinting, chest X-Ray, medical examination, AIDS test, HIB and measles immunizations and drug and alcohol test are not required.
-Conditional hiring is allowed: 5 work days for TB test, 15 days for criminal background check.
-Require two references from previous employers or other knowledgeable and objective sources - need not be in writing.
-A center shall maintain the ratio by temporary or substitutes; but any employee and certain volunteers coming in contact with children must have TB test, criminal record check, orientation training and meet general qualifications.

Staff Training

-Directors for programs serving children of preschool age or younger: 21 years of age plus: graduate degree in child related field and 6 months programmatic experience; or B.A. in a child related field and 1 year programmatic experience; or 48 semester hours (of which 12 hours are related to group care of children) and 1 year appropriate programmatic experience; or 2 years programmatic experience with 1 year staff supervisory experience plus one of the following: 48 semester hours; 1 year (30 credit) Early Childhood Certificate; or C.D.A [Experience must be age appropriate. Qualifications vary for program directors serving school age children.]

-Child care supervisors working with children preschool age or younger must be at least 18 years of age plus hold a B.A. in child related field; or 48 semester hours (of which 12 hours are related to the group care of children) and 6 months programmatic experience; or C.D.A. credentials; or one year Early Childhood Certificate and 6 months programmatic experience; or 1 year of programmatic experience, plus 10 hours minimum of developmentally appropriate training. [Experience must be age appropriate. The qualifications vary for child care supervisor working with school age children.]
-For aides, dietician or kitchen staff, general qualifications for health and orientation.
-8 hours annual in-service training required for center staff working with children.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Center must have on each enrolled child: name, sex, birthdate, address, home phone numbers, phone number of child's physician, names, addresses and phone numbers of two designated emergency people, parents work numbers and place of employment, allergies, intolerances of substances and action to take in an emergency; names of persons authorized to pick up child, also child's grade level in school and name of school program, if applicable, daily attendance, immunization record, general health information, various agreements/authorizations, enrollment and termination date.

Child Immunization Policy
-Immunizations required, including HIB as long as child is under 30 months of age at the time of enrollment. Required by VA Health Code.

Discipline Policy
-There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking; forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizonal to the body); restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; or using exercise as punishment.
-Children shall not be shaken at any time.
-The center shall neither force nor withhold meals or snacks, neither force nor withhold naps, not punish toileting accidents in disciplining.
-Staff shall not be verbally abusive.
-When separations used, it shall be brief and appropriate to child's level. No child confined to any space the child can not open. Staff not allowed to give a child authority to punish another child.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines include: pools must be inspected and approved by local building official, and must be enclosed; safety and signal devices must be on hand; if portable wading pool, must be emptied daily.
-Child/staff ratio not affected. Senior lifesaver/instructor not counted in ratio.
-Staff required to have Red Cross lifesaving training. If swim area depth is more than 2 feet, instructor must hold a current certificate issued by either Red Cross, YMCA, Boy Scouts, etc. in water safety. (Not limited to Red Cross Certificate).

Transportation Policy
-Centers must provide parents with transportation safety policies when transportation is provided.

Infant Care Programs
-No separate regulations, but within the special requirements for centers serving infants.
-One center provides care to "infants only," defined as birth through 16 months [452 centers include infant care].

Overnight Care Programs
-There are no separate regulations for overnight care, but within child care center regulations there are special requirements for overnight care.
-Number of centers providing overnight care not available, but 33 centers offer evening care, which can include the centers offering overnight care.

School Age Programs
-Separate regulations exist.

Sick Child Care Programs
-No separate regulations, but have licensed several of these programs through an allowable variance or waiver process.

Subsidized Child Care Programs
-Is available; contact Division of Services Programs, DSS, 730 East Broad Street, Richmond, VA 23219-1849 - Ben Greenberg 804-692-1210.

Programs for Children with Disabilities
-Separate regulations are in the planning stages.
-American Disabilities Act now requires mainstreaming.
-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call 1-800-552-7096.

Local Contact

-Central Regional Office
Wythe Building, Suite 100 1604 Santa Rosa Road
Richmond, VA 23229-5008 Phone (804) 662-9777

-Eastern Regional Office
Pembroke Office Park, Pembroke IV Office Bldg., Suite 300
Virginia Beach, VA 23642-5496 Phone (804) 473-2116

-Warrenton Regional Office
320 Hospital Drive, Suite 23
Warrenton, VA 22186 Phone (703) 347-6345

-Piedmont Regional Office
Commonwealth of Virginia Bldg., 210 Church Avenue, S.W.
Suite 100, Roanoke, VA 24011-1779 Phone (703) 248-7971

Pending Legislation

-None.

** Information not reverified.

WASHINGTON (WA) **

Information
Supplied by: Barry Fibel, Program Manager
Office of Child Care Policy
P.O. Box 45710
Olympia, WA 98504-5710
PHONE: (206) 753-0204
FAX: (206) 586-1040

Number and Definition of Regulated Programs
-1,656 licensed centers.
-Nursery schools and kindergartens are specifically exempted by statute; a separate or free standing preschool is exempt.
-Religiously affiliated day care centers are included.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 3 years; license fee is $4 per child per year; fee goes into the state's general funds.
-Fire safety and health inspections required every 3 years.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 50 sq. ft.; outdoor - 75 sq. ft.; outdoor space may be less if children rotate play (use of area).
-Staff/child ratios: infants - 1:4; toddlers - 1:7; preschoolers 1:10; school age - 1:15; mixed age groups - ratio designated for youngest child.

Unannounced Inspection Policy
-Occur occasionally, usually in response to complaints.

Complaint Procedure
-Complaints registered against a center are responded to; a summary suspension is used for serious health and safety violations.
-Length of time center has to come into compliance depends on the deficiency.
-Resource and referral agencies notified when a center is closed.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for all other staff is 18.
-Compliance with ADA in staff hiring involves: training; a review form for licensing; a self-evaluation form for providers; and posters, etc.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance, criminal records background check, TB skin test; chest x-ray is required if TB test is positive.
-Fingerprinting, medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring is allowed; must submit request for background check within 7 working days of hiring.
-3 written references required.
-No policies regarding the use of temporary substitutes.

Staff Training
-Preservice education and/or experience required for center directors or program supervisors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Annual in-service training required for center staff.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid is a separate preservice and/or in-service training requirement.

Child Documentation Policy
-Enrollment forms on file in center for each child.

Child Immunization Policy
-Enrolled children must be immunized; administrative code requires a certificate of immunization status be on file for each child in care; includes HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Requirements for swimming pools include a certified lifeguard must be present.
-Child/staff ratio not affected.
-No staff requirement for Red Cross lifesaving training.
-Pool must be fenced.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Specific sections within requirements exist for centers which service infants.
- 0 centers provide care to "infants only."

Overnight Care Programs
-For the center offering child care during the evening and nighttime hours, the licensee shall adapt the program, equipment, and staffing pattern to meet the physical and emotional needs of the child away from home at night.
-The licensee shall maintain the same staff-to-child ratio in effect during daytime care. At all times, including sleeping hours, staff shall keep the child within continuous visual or auditory range.
-The licensee shall arrange child grouping so the sleeping child remains asleep during the arrival or departure of another child.
-Number of centers providing overnight care unknown.

School Age Care Programs
-School age child care requirements exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Monika Ellis, Office of Child Care Policy, P.O. Box 45710, Olympia, WA 98504-5710; (206) 586-5198.

Programs for Children With Disabilities
-Non-discrimination is required.
-Compliance with ADA in providing services to children is the responsibility of the EEOC.

National Life Safety Fire Code
-Has not been adopted; the state uses the Uniform Building Code.

Child Abuse and Neglect
-An abuse hotline exists.

Local Contact
-State Office
Office of Child Care Policy, 45700, 14th & Jefferson,
P.O. Box 45700, Olympia, WA 98504-5700
(206) 586-6066 FAX (206) 586-1040
-Region 1
Spokane DCFS, B32-21, 1425 N. Washington, TAF C-38
Spokane, WA 99220-4038, (509) 456-3925 FAX (509) 456-7075
-Region 2
Yakima/Toppenish, B39-10, 1002 N. 16th Avenue
Yakima, WA 98909, (509) 454-7680 FAX (509) 454-4126
-Region 3
Everett/Smokey Point, N31-9, 840 N. Broadway, Bldg. A, #340
Everett, WA 98201, (206) 339-4771 FAX (206) 339-3968
-Region 4
Seattle CSU, N56-1, 2809 26th Avenue South
Seattle, WA 98144, (206) 721-4570 FAX (206) 721-4214 Scan 339
-Region 4B
King South, N43-4, 1313 West Meeker, Suite 102
Kent, WA 98035, (206) 872-6345 FAX (206) 872-2727

-Region 5
Tacoma DSHS, N27-1, 1949 S. State Street
Tacoma,WA 98405, (202) 597-4271 FAX (206) 597-3640
-Region 6
Aberdeen/Elma, W14-4, 405 W. Wishkah, Aberdeen, WA 98520
(206) 664-3843

Pending Legislation
-Legislation to permit monetary penalties for non-compliance with licensing standards.

** Information not reverified.

WEST VIRGINIA (WV) **

Information
Supplied by: Kay Tilton, Director
Department of Health & Human Resources
Capitol Complex, Bldg. 6, Room 850-B
Charleston, WV 25305
PHONE: (304) 558-2400
FAX: (304) 558-8800

Number and Definition of Regulated Programs
-281 licensed centers.
-Nursery, preschools and prekindergartens not included, unless operated more than 4 hours a day.
-Religiously affiliated centers are not included.

Requirements
-License is required; preapproval inspection is required.
-License is renewed every two years; no fee required.
-Building code inspection required with initial license; fire safety and health inspections required initially and annually.
-Professional and/or general liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft. (25 sq. ft. for crawling infants); outdoor - 75 sq. ft.
-Staff/child ratios are: 0-2 years - 1:4; 2-3 years - 1:8; 3-4 years - 1:10; 4-5 years - 1:12; 5-6 years - 1:15; school age - 1:16.

Unannounced Inspection Policy
-Statute allows for anytime; generally only upon complaint.
-Planning to implement at least one annually.

Complaint Procedure
-Statute provides for immediate closure of a day care center.
-Warning required on any violation which does not endanger the health, safety or well-being of the children.
-A license may be revoked or modified to provisional status until determination of compliance.
-Complaint process does not require notification to director of center before complaint is investigated. A written report of the results is given to the director.
-No information provided about notification of resource and referral agencies regarding center closings.

Staff Qualifications
-No state recommended salary schedules for center staff.
-Minimum age for staff as follows: director - 21 years; teacher and full time teacher aide - 18 years; part time teacher aides - 16 years.

-Information regarding compliance with ADA unavailable.

Staff Prescreening
-Criminal background check of staff is required, TB skin test or chest X-ray, and medical examination required prior to employment and every two years; no required testing for AIDS or alcohol.
-Conditional hiring not allowed prior to prescreening.
-Two written references required; personal and employment.

Staff Training
-Preservice education and/or experience is required for staff as follows: center directors - high school diploma or GED, 9 college credits in early childhood education field or CDA, and one year work experience with young children; teachers - high school diploma or GED; teacher aides - full time, no requirements; (part time) can only work under the supervision of a full time teacher and with work permit.
-In-service training required annually; kind and amount not specified.
-Special training required for infant care; no special training required for care of children with disabilities, sick child or drop-in care.
-CPR not required; 8 hours of first aid training required for all adult staff.

Child Documentation Policy
-Child documentation required includes: name, address, birth date, parent(s) or guardian(s) name, address, business address, phone numbers; name, addresses and phone numbers of emergency contact person; name address and phone numbers of authorized "pick up" persons; health and developmental information; name, address, and phone number of child's doctor; signed emergency medical form; attendance and fee charged.

Child Immunization Policy
-Enrolled children must be immunized.
-No information provided regarding HIB immunization requirement.

Discipline Policy
-State requires that punishment cannot be humiliating, shaming, frightening, otherwise physically or emotionally damaging to children.

Emergency Medical Consent Policy
-No information available.

Transportation Policy
-Regulations require driver between 18-65 years; hold valid driver's license to transport children as required by Dept. of Motor Vehicles; vehicle has age appropriate child restraints and seat belts; other specific regulations about safety and first aid.

Infant Care Programs
-Separate regulations which include: written references of staff indicating previous successful experiences with young children; one week of pre-service training prior to center licensing and in-service training 3 times a year; other specific requirements around health, safety, nutrition, and meeting developmental needs.
-No information provided on "infant only" centers.

Overnight Care Programs
-No information provided.

School Age Programs
-No separate regulations; programs servicing school age shall provide a program that is designed to compliment and supplement the child's experiences at home and school.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care
-Is available; contact Dept. of Human Services, Charleston, West Virginia; 503-348-7980.

Programs for Children with Disabilities
-Some separate regulations; guidelines established by state Department of Health for centers servicing mentally retarded children; mainstreaming encouraged.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Contact local Department of Human Services.

Local Contact
-Not available.

Pending Legislation
-None.

** Information not reverified.

WISCONSIN (WI)

Information
Supplied by: Patty Brill-Hammes, Director
Office of Regulation and Licensing
Dept. of Health and Social Services
P.O. Box 7851
Madison, WI 53707
PHONE: (608) 266-9314
FAX: Number not available

Number and Definition of Regulated Programs
-2,177 licensed centers.
-Nursery schools and religious affiliated centers are included in this number.
-Day care programs run by schools (public or private) are exempt from licensing; but day care programs run by public schools must meet licensing codes by law.

Requirements
-License required; mandatory licensing for 4 or more children under 7 years old; preapproval inspection required.
-Licensed is renewed every 2 years; license fee.
-Initial fire safety and building code inspection required.
-General liability insurance and vehicle insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; 2 to 2 1/2 year olds - 1:6; 2 1/2 to 3 year olds - 1:8; 3 to 4 year olds - 1:10; 4 to 5 year olds - 1:17; 6 years and over - 1:18.

Unannounced Inspection Policy
-One annual unannounced monitoring visit for half day and school age programs; a minimum of two inspections per year to full day care, more often if a history of violations exists.

Complaint Procedure
-When there is imminent danger, immediate center closing required.
-Center has 30 days to come into compliance.
-Resource and referral agencies are notified by regional offices when centers are closed.
-Complaints registered against a center are investigated; findings are issued.
-Department can issue orders and assess fiscal penalties if orders are not followed.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for administrator and program director is 21; minimum age for other staff is 18.
-Temporary substitutes must be similarly qualified after five days.
-ADA will be enforced by the Department of Industry, Labor and Human Relations.

Staff Prescreening
-TB skin test and medical examination required.
-Criminal records background check is not required, but will be in the future. Staff must fill out a notarized statement on criminal convictions and pending changes.
-Child abuse clearance through county of residence only.
-Fingerprinting, chest x-ray, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening is allowed; 30 days for physical exam and negative TB skin test.
-No written references required for group day care centers.
-Temporary substitutes must be similarly qualified after 5 days.

Staff Training
-Preservice education, orientation and experience required for administrators, center directors, lead/head teachers; preservice education and orientation required for assistant teachers.
-Orientation and in-service training required for food service personnel.
-CPR/first aid not preservice and/or in-service requirement.
-15 hours in continuing education required annually for directors, administrators, child care teachers, and teacher aides.
-Special training required for infant care; no special training required for care of children with disabilities, sick child care, or drop-in care.
-2 hours of in-service training per month of operation required for administrators, directors, teachers and assistant child care teachers.

Child Documentation Policy
-The licensee must maintain an up-to-date written record on each child enrolled and make it available to the licensing staff.

Child Immunization Policy
-Enrolled children are required to be immunized; HIB immunization not included.

Discipline Policy
-Punishment which is humiliating or frightening to a child is prohibited; includes corporal punishment and verbal abuse.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines include water quality, construction, equipment, and maintenance of pools; fence required; designated ability areas for non-swimmers, intermediates, etc.
-Child/staff ratio is 1:25 Red Cross qualified in addition to the normal staff/child ratios of staff who can swim.
-Waterfront director needs Red Cross WSI; lifeguards need Red Cross lifesaving certificate.

Transportation Policy
-Separate regulations concerning the transportation of children.

Infant Care Programs
-Additional regulations for centers which serve infants exist.
-There are centers which provide care to "infants only," defined as under 2 years of age.

Overnight Care Programs
-Special regulations for overnight care exist.

School Age Care Programs
-Additional regulations for before and after school programs exist.

Sick Child Care Programs
-Sick child care regulations concerning isolation of children and parental consent and review of policies by M.D.

Subsidized Child Care Programs
-Available through county departments of social services or human services; or State DHHS, Kay Hendon: (608) 266-8200 or Marlene Showers: (608) 267-2077.

Programs for Children with Disabilities
-No separate regulations, but discrimination is prohibited.
-ADA not enforced by licensing staff.

National Life Safety Fire Code
-Has adopted this code; Department of Industry, Labor and Human Relations uses it as guideline for developing day care building codes.

Child Abuse and Neglect
-Contact one of county Depts. of Social or Human Services.

Local Contact
-Eastern Regional Office
200 N Jefferson, Suite 411, Green Bay, WI 54301
(414) 448-5312
-Milwaukee Regional Office
819 N 6th Street, 6th Floor, Milwaukee, WI 53203
(414) 227-4501
-Northern Regional Office
1853 N Stevens Street, P.O. Box 697, Rhinelander, WI 54501
(715) 365-2500

-Southeastern Regional Office
141 N.W. Barstow St., Room 209, Waukesha, WI 53188
(414) 521-5100
-Southern Regional Office
3601 Memorial Drive, Madison, WI 53704
(608) 243-2400
-Western Regional Office
312 S Barstow Street, Suite 3, Eau Claire, WI 54701-3695
(715) 836-2174

Pending Legislation

-Conviction of certain specified crimes would result in denial or revocation of license under pending legislation.

WYOMING (WY)

Information
Supplied by: Glenda Lacey
Social Services Consultant
Department of Family Services
Hathaway Building
Cheyenne, WY 82002
PHONE: (307) 777-6595
FAX: (307) 777-7747

Number and Definition of Regulated Programs
-218 licensed centers.
-Number includes nursery schools, prekindergartens, and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-No license fee and licenses are renewed annually.
-Separate inspections required annually by Fire and Health Departments; building code inspection requirement depends on local authority.
-General liability or professional liability not required.

Regulations
-Space requirements: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: 0 to 2 years old - 1:5; 2 to 3 years old - 1:8; 3 to 4 years old - 1:10; 4 to 5 years old - 1:15; 5 to 6 years old - 1:20; over 6 years old - 1:25. When age groups are combined, the staff requirements for the youngest age group present shall apply.

Unannounced Inspection Policy
-Annual renewal visits are unannounced.

Complaint Procedure
-Policies exist that allow immediate closing of a center.
-Length of time center has to come into compliance varies.
-Resource and referral agencies notified when a center is closed.
-A detailed process exists for investigation of complaints registered against centers.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for director and staff is 18; minimum age requirement for aides is 16.

Staff Prescreening
-Staff required to be prescreened by medical examination, and either TB skin test or a chest x-ray.

-Fingerprinting, criminal records background check, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Child abuse register is checked on all directors and voluntarily on perspective staff if director wishes.
-Conditional hiring prior to results of prescreening not allowed
-3 written references required from non-relatives.
-Substitutes who fill in for day care center staff more than 3 times per month shall meet the same requirements as the staff member in respect to references, medical statement, TB test, all training and other staff requirements.

Staff Training
-Preservice education and/or experience requirements for day care center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, dietician and kitchen staff.
-8 hours of annual in-service training required for center staff.
-Special training required for infant care; special training not required for care of children with disabilities, sick child care, or drop in care.
-Within 6 months of employment in day care any person having direct contact with children shall complete first aid and CPR course for infants/children; first aid training must be retaken every 3 years and CPR training for infants/children must be renewed every year.

Child Documentation Policy
-Center must maintain a record on each child.

Child Immunization Policy
-All enrolled children over 19 months of age are required to be immunized.
-Minimum of one dose of HIB immunization required by 19 months of age.

Discipline Policy
-Discipline procedures can not include any discipline that is in violation of the child abuse and neglect statute. This includes all physical discipline. The commission or allowing the commission of a sexual offense against a child as defined by law is also prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Swimming pools should not be accessible, preferably fenced; parental written permission; no children under 2 years of age; instructions on safe use of pool; adult supervision required at all times.
-Child/staff ratio unaffected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Special regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers which provide care to "infants only," defined as newborn to two years of age.
-There is one "infant only" center in the state.

Overnight Care Programs
-The following rules apply: Children must have full meal by 8 pm, and must receive breakfast in the morning; children sleeping at facility must have separate cots or beds; bedding must be sanitized and sleep area arranged in accordance with health and sanitation rules; children over 6 years and opposite sex shall have separate sleeping areas; awake adult member on duty at all times; staff ratio must be maintained and monitoring of rooms should be every hour; children not allowed to sleep in basement unless there are two exits directly to outside; additional fire and health regulations must be in compliance.
-Number of centers providing overnight care unknown.

School Age Care Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Ellen Sevall, Department of Family Services, Hathaway Building, Cheyenne, WY 82002: (307) 777-6848.

Programs for Children with Disabilities
-Compliance with ADA in providing services to children involves training made available to provider organizations.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact any of the 23 local offices or any law enforcement agency.

Local Contact
-There are 8 regional offices.

Pending Legislation
-Changes to length of license and addition of licensing fee.

REGULATORY OFFICES OF STATE OR TERRITORY

ALABAMA

Frances Arnold
Assistant Director
Family and Children's Serv.
DHS, Office of Day Care
and Child Development
50 Ripley Street
Montgomery, AL 36130
PHONE: (205) 242-1425
FAX: (205) 242-0939

ALASKA

Jean Henry
Division of Family & Youth
Services
P.O. Box 110630
Juneau, AK 99811-0630
PHONE: (907) 465-3207
FAX: (907) 465-3397

ARIZONA

Marlene Morgan, MSW
Health Program Manager
Department of Health Services
Office of Child Care Licensure
1647 E. Morten, Suite 230
Phoenix, AZ 85020
PHONE: (602) 255-1272
FAX: (602) 255-1126

ARKANSAS

Virginia Reid, Administrator
DCFS - Child Care Licensing
P.O. Box 1437, Slot 720
Little Rock, AR 72203-1437
PHONE: (501) 682-8590
FAX: (501) 682-8666

CALIFORNIA

Martha Lopez, Deputy Director
Department of Social Services
Community Care Licensing Div.
744 P Street, MS 19-50
Sacramento, CA 95814
PHONE: (916) 324-4031
FAX: (916) 323-8352

COLORADO

Dana Andrews
Licensing Administrator
DHS - Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
PHONE: (303) 866-5958
FAX: (303) 866-4453

CONNECTICUT

Wesley Bell, Program Supervisor
Department of Public Health
and Addiction Services
150 Washington Street
Hartford, CT 06106
PHONE: (203) 566-2575
FAX: (203) 566-2246

DELAWARE

Pauline D. Koch, Administrator
DSCYF, Office of Child Care
Licensing
1825 Faulkland Road
Wilmington, DE 19806
PHONE: (302) 633-2700
FAX: (302) 633-2652

DISTRICT OF COLUMBIA

James R. Murphy, Administrator
DCRA, Service Facility
Regulation Administration
614 H Street, NW
Washington, DC 20001
PHONE: (202) 727-7190
FAX: (202) 727-7780

FLORIDA

Larry Pintacuda, Chief
Child Care and Prevention Services
DHRS - Child and Family Program Office
2811-A Industrial Plaza Dr.
Tallahassee, FL 32301
PHONE: (904) 488-4900
FAX: (904) 488-9584

GEORGIA

Marsha Gates
Department of Human Resources
Child Care Licensing Section
2 Peachtree St., NW, 20th Floor
Atlanta, GA 30303-3167
PHONE: (404) 657-5577
FAX: (404) 657-8936

HAWAII

Carol Chang
Child Care Program Adm.
Department of Human Services
P.O. Box 339
Honolulu, HI 96809
PHONE: (808) 586-5770
FAX: (808) 586-5180

IDAHO

Roseanne Hardin
Deputy Administrator
Department of Health and Welfare
450 West State Street
Boise, ID 83720
PHONE: (208) 334-5700
FAX: (208) 334-6699

ILLINOIS

Carol Borders
Licensing Specialist
DCFS - Office of Licensing
406 East Monroe
Springfield, IL 62701
PHONE: (217) 785-2688
FAX: (217) 524-0014

INDIANA

James Hmurovich, Director
Division of Family and Children
402 West Washington Street
3rd Floor
Indianapolis, IN 46204
PHONE: (317) 232-4442
FAX: (317) 232-4468

IOWA

Barbara A. Bosch
Program Manager
Department of Human Services
Hoover State Office Building
5th Floor
Des Moines, IA 50319
PHONE: (515) 281-6074
FAX: (515) 281-4597

KANSAS

Christine Ross-Baze
Director
DHE, Child Care Licensing & Registration Section
1095 S.W. 9th Street
Mills Building 400 C
Topeka, KS 66612-2217
PHONE: (913) 296-1272
FAX: (913) 296-7025

KENTUCKY

Bess Abney, MSW
Program Specialist
CHR-DL&R, CHR Building 4E
275 East Main Street
Frankfort, KY 40621
PHONE: (502) 564-2800
FAX: (502) 564-6546

LOUISIANA

Steve Phillips, Director
Bureau of Licensing
Department of Social Services
P.O. Box 3078
Baton Rouge, LA 70821
PHONE: (504) 922-0015
FAX: (504) 922-0014

MAINE

Paul J. Bright, Supervisor
Child Care Licensing
Department of Human Services
State House Station #11
Augusta, ME 04333
PHONE: (207) 287-5060
FAX: (207) 626-5555

MARYLAND

Hazel Watson
Assistant Director of Licensing
Department of Human Resources
Child Care Administration
311 W. Saratoga St., 1st Floor
Baltimore, MD 21201
PHONE: (410) 767-7801 or 7810
FAX: (410) 333-8699

MASSACHUSETTS

Frances Barrett
Director of Field Operations
Office for Children
1 Ashburton Place
Boston, MA 02108
PHONE: (617) 727-8900
FAX: (617) 727-0528

MICHIGAN

Ted de Wolf, Director
DSS, Bureau of Regulatory Serv.
Division of Child Day Care
Licensing
235 South Grand Avenue
P.O. Box 30037
Lansing, MI 48909
PHONE: (517) 373-8300
FAX: (335-6121

MINNESOTA

Barbara Eggiman
DHS, Division of Licensing
444 Lafayette Rd.
St. Paul. MN 55155-3842
PHONE: (612) 296-3971
FAX: (612) 297-1490

MISSISSIPPI

Diane Herring, Director
Department of Health
Division of Child Care
P.O. Box 1700
Jackson, MS 39215-1700
PHONE: (601) 960-7613
FAX: (601) 960-7948

MISSOURI

Bill Henderson
Department of Health
Child Care Unit
1728 Plaza - P.O. Box 570
Jefferson City, MO 65102
PHONE: (314) 751-2678
FAX: (314) 751-6010

MONTANA

Becky Fleming-Siebenaler
Day Care Program Officer
Department of Family Services
P.O. Box 8005
Helena, MT 59604
PHONE: (406) 444-7770
FAX: (406) 444-5956

NEBRASKA

Pat Urzedowski
Interim Administrator
Child Care and Development
Department of Social Services
P.O. Box 95026
Lincoln, NE 68509
PHONE: (402) 471-9431
FAX: (402) 471-9455

NEW HAMPSHIRE

Sharon Lee
Licensing Supervisor
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THE CHILDREN'S FOUNDATION

The Children's Foundation is nationally recognized for its contributions to child care, child health, child nutrition, and child support enforcement. Since its founding in 1969, CF has strived to improve the lives of children and those who care for them. Our mission is to provide a voice for children and their families on issues of critical concern at the national and local levels.

* We provide resources and training for family child care providers, center-based personnel, and parents.

* We publish the Family Day Care Bulletin, the oldest national newsletter for the family child care profession, and The Family Day Care Licensing Study, a state-by-state breakdown of state regulations.

* We publish Fact Sheets on health-related issues for caregivers and parents in English and Spanish.

* We provide information on the Child and Adult Care Food Program and assist in the development of food program sponsors.

* We publish the Child Support Bulletin, a quarterly newsletter, and provide information on a variety of child support topics for custodial parents.

* During our 25 year history, we have learned many times over the value of the 4-C's: coalitions, collaboration, cooperation, and coordination.

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